

## **Administrative Procedure 470**

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### **POSITION DESCRIPTIONS**

#### **Background**

The Deputy Superintendent will make provision for position descriptions for employees in the Division.

#### **Procedures**

1. The duties of employees other than the senior administration will be drafted in cooperation with the appropriate members of the senior administration.
2. The Deputy Superintendent will review the duties of employees from time to time.
3. All employees are ultimately responsible to the Superintendent.
4. Position descriptions shall be aligned with and find relevance in the Role of the Board and the Role of the Superintendent.

Reference: Section 60, 61, 96, 113, 116, 117 School Act

Revised August 18, 2015