

### **Position Descriptions**

Position descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of position responsibilities.

“Essential functions” as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and /or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

“Attendance standards” as used in this policy means the regular work hours of the position, including leave and vacation provisions available through policy and/or collective bargaining agreements and any special attendance needs of the position as determined by the district.

Position descriptions will be developed under the supervision of the superintendent for each position in the district. Each position description shall be dated. As position descriptions are reviewed and/or revised new dates will be affixed.

Position descriptions will be coded and retained in a document titled Position Descriptions for the Monroe School District. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her position description. Each employee shall affix his/her signature and date after reading the position description.

Initial or revised position descriptions will be approved first by the superintendent and then will be presented to the Board for approval. Such approval shall rescind the existing position descriptions. Position descriptions will be reviewed annually by the superintendent.

END OF POLICY

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Legal References:

ORS 342.850 (2)(b)(A)  
OAR 581-22-1720

American with Disabilities Act of 1990, 42 U.S.C. Section 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).