

School District #62 (Sooke)

JOB DESCRIPTIONS FOR EXCLUDED POSITIONS	No.: E-110
	Effective: June 22, 1981 Revised: Oct. 25/05; Oct. 22/24 Reviewed: Sept. 10/24; Sept. 24/24; Oct. 22/24

SCHOOL BOARD POLICY

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

In any organization, the work is carried out more effectively when duties are clearly identified. The Board requires that, under the direction of the Superintendent of Schools or designate, job descriptions be developed and reviewed.

Job descriptions should clarify the title of the job, the reporting relationship, specific responsibilities and the qualifications required.

Job descriptions that are created or updated must be formally evaluated utilizing the following job evaluation process:

1. Supervisors shall create new or revised job descriptions using the approved template provided by Human Resources.
2. For positions where there are existing employees in the role, those employees shall be consulted as part of the creation/review of the job description.
3. All new or revised job descriptions are to be reviewed and approved by the responsible Executive Team member prior to submission to Human Resources.
4. Human Resources will conduct a thorough review of the job description and provide feedback to the supervisor.
5. Once approved by Human Resources, new job descriptions or substantially updated job descriptions shall be submitted to the BC Public School Employers' Association (BCPSEA) for approval, evaluation and placement on the salary grid.
6. Human Resources will communicate the results of the submission to BCPSEA to the supervisor once received.

Job descriptions shall be periodically reviewed to ensure they remain up to date and accurate. A supervisor or incumbent employee may initiate a review of a job description; however, reviews may not occur more than once every twenty-four (24) months.

All employees are required to perform the duties and responsibilities as outlined in the job description. Other related duties may be assigned to employees at any time by the immediate supervisor.