

# Gervais School District 1

Code: **GAB**  
Adopted: 12/20/90  
Revised/Readopted: 7/15/93, 04/08/99,  
11/18/10

## Job Descriptions

Job 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.

Job descriptions will be developed under the supervision of the superintendent or his/her designee for each position in the district, in cooperation with appropriate employee groups, administrators, and supervisors. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained in a notebook titled **Job Descriptions for the Gervais School District**. The notebook will be retained in the district office and be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her job description. Each employee shall affix his/her signature and date after having read the job description.

Job descriptions will be updated as job responsibilities change and revised as appropriate to comply with changes in the law. All job descriptions will comply with the American with Disabilities Act by identifying the essential job skills and the physical requirements for the position.

Revised job descriptions will be approved by the superintendent and will be presented to the Board for a resolution rescinding job descriptions that have been replaced and accepting new ones.

END OF POLICY

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### Legal Reference(s):

[ORS 342.850\(2\)\(b\)\(A\)](#)  
[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.  
Section 503 of the Rehabilitation Act of 1973.  
HR9/23/10| RS