

## **JOB DESCRIPTIONS – PROCEDURAL STEPS**

(For guidelines on how to prepare a job description, please see “Job Descriptions – How to Prepare and Change”)

The Assistant Superintendent-Administrative Services works with sites and departments in developing new job descriptions and revising existing ones. Please plan ahead and follow these steps to create a new job description or revise an existing one:

1. Discuss the need for a new position or revised job description with the Assistant Superintendent-Administrative Services or other Cabinet-level administrator in charge of your area, and obtain approval to proceed. Obtain a copy of any current job description representing the position you need, or a similar position.
2. Draft the proposed job description using the guidelines found under “Job Descriptions – How to Prepare and Change” (see the Index). If you need assistance or advice, contact the Assistant Superintendent-Administrative Services.
3. Submit your draft to the Assistant Superintendent-Administrative Services for review. It may be revised or modified in consultation with you.
4. If the position is in a bargaining unit (CSEA, COUTA), the Assistant Superintendent-Administrative Services will discuss it with bargaining unit representatives. The job description may be revised or modified based upon this discussion.
5. The Assistant Superintendent-Administrative Services will finalize the salary range so that the salary is appropriate for the position.
6. The final draft will be returned to you. Review the draft, make suggested changes and return to the Assistant Superintendent-Administrative Services with a memorandum regarding why the position is being created or revised to be included with a Board Agenda item. The memo should provide background regarding the need for the position, the history of the position (if applicable), how many individuals are to be hired into the position, the funding source and the budget impact.
7. After receipt of your memorandum and the finalized job description, the Assistant Superintendent-Administrative Services will prepare a Board item for the Superintendent to take forward at the next scheduled Board meeting.