

## **JOB DESCRIPTIONS**

**P2201**

A job description is required for every position paid by the Westford Public Schools including stipend positions. The School Committee will approve each job description, which may be created by the Superintendent.

A job description will be maintained for grant-funded positions if there is an expectation that the position will be funded by the Westford Public Schools at a future date.

Each job description will contain the following categories:

1. Title
2. Qualification
3. Reports to
4. Job Goal
5. Duties
6. Supervises
7. Performance Responsibilities
8. Certification
9. Terms of Employment
10. Evaluation

The Superintendent will maintain a file of job descriptions for all job titles in the Westford Public Schools.

The job descriptions will be reviewed and updated prior to contract negotiations.

Westford Public Schools Policy References:

P4102 – Staff Positions

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised:

**WESTFORD PUBLIC SCHOOLS**

Westford, Massachusetts 01886