



South Washington County Schools  
Cottage Grove, MN

## 426.1 JOB DESCRIPTIONS

### I. PURPOSE

South Washington County Schools shall maintain current job descriptions for all staff. These job descriptions shall be kept on file in the district's Human Resources Department.

### II. DEFINITIONS

For non-bargaining unit employees (bargaining unit employee definitions are subject to collective bargaining).

Full Time: Full-time employment positions shall be defined as positions that are scheduled for at least 30 hours of work per week, and at least 9 months of work per year.

Part Time: Part-time employment positions shall be defined as positions that are scheduled for less than 30 hours of work per week, or less than 9 months of employment per year. The School Board shall have the sole discretion in changing a position from part-time to full-time.

### ~~III. PROCEDURES FOR ESTABLISHING NEW JOB POSITIONS~~

~~New job positions in the School District may be established through the following procedures—the building principal or department supervisor shall prepare and submit for Superintendent/designee consideration:~~

- ~~A. A written job description of the proposed new position(s).~~
- ~~B. The rationale for the establishment of the position(s).~~
- ~~C. A description of the budget considerations, including the fund source for the position(s).~~

~~Upon approval by the Superintendent/designee, the Director of Human Resources shall establish the bargaining unit membership, if any, and the compensation level of the proposed new position in accordance with current district job evaluation system.~~

~~The Superintendent shall recommend the proposed new position(s) for School Board approval.~~

**POLICY ADOPTED:** May 21, 2009

**POLICY REVIEWED:** August 2013, August 2016

**POLICY REVISED:** September 26, 2013