

## **JOB DESCRIPTIONS**

The Milford School Department recognizes the importance of comprehensive job descriptions. Therefore, the Superintendent is directed to develop and implement job descriptions for all employees. The supervisor of each employee shall recommend performance responsibilities, the Superintendent shall approve, and the employee shall review these expectations.

Employees will be provided with the opportunity to comment on any job description, or revision in any description, before the description or revision is approved by the Superintendent.

Job descriptions shall include at least the following information: Title, qualifications, title of the person's supervisor, title of anyone that supervised the job goal, performance responsibilities, terms of employment, and evaluation system to be followed.

Specific details, such as hours worked, shall be treated as an attachment to any job description.

Adopted: 12/14/94