



AP 430 – POSITION DESCRIPTIONS

BACKGROUND

The Superintendent of Human Resources shall be responsible for preparing position descriptions for the employees in the Division.

PROCEDURES

1. The Director's Office shall prepare and keep current an organization chart which defines the organizational structure of the Division.

The organization chart shall be distributed to the schools and departments in the system, as required.

2. Position descriptions for employees of the Division as approved by the Superintendent of Human Resources, shall be available on-line.

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