

COLCHESTER SCHOOL DISTRICT**POLICY: STAFFING AND JOB DESCRIPTIONS****DATE ADOPTED:** February 21, 2017**POLICY STATEMENT**

It is the policy of the Colchester School District to provide the level of staffing needed to accomplish the school system's goals and objectives, and to provide for the equitable staffing of each school building. Positions may remain unfilled or unfunded; only the School Board may abolish a position.

Each time a new position is established by the School Board, the Superintendent will present for approval a job description for the position that specifies the job holder's qualifications, performance responsibilities, terms of employment, and supervisor. Employee evaluation will be based substantially on criteria stated in approved job descriptions. Job descriptions for existing positions will be updated, maintained, revised and approved by the Superintendent or designee.

Last Adopted: November 4, 2003
Date Warned: February 3, 2017
First Reading: February 7, 2017
Second Reading: February 21, 2017