

Coquille School District 8

Code: **GAB**
Adopted: 7/3/89
Readopted: 6/23/97-2/11/08
Orig. Code(s): None

Job Descriptions

Job descriptions serve: (1) to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; (2) to describe attendance standards; (3) to form the basis for evaluation of the employee's performance; (4) to help applicants determine how their skills and potential compare to the qualifications for the position; and (5) to help district administrators screen applications to determine which candidates to recommend for interview and/or appointment.

Essential functions as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including, but not limited to, the following: (1) the function may be essential because the reason the position exists is to perform the function; (2) the function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or (3) the function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

Job descriptions will be developed under the supervision of the superintendent.

Job descriptions will be available for inspection by any district employee, patron or applicant.

Job descriptions will be updated as job responsibilities change. Revised job descriptions will be approved by the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 342.850 \(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Cross Reference(s):

ACA - Americans with Disabilities Act