Employee Job Descriptions

I. It is the responsibility of the immediate supervisor to work with employees to develop and update appropriate job descriptions.

II. Job descriptions for the following teacher level positions shall be developed and maintained as indicated below:
   A. Psychologists and Visiting Teachers: Director of Student Services
   B. Librarians/Media Specialists: Supervisor of Library Media
   C. Guidance Counselors/Directors: Director of Student Services
   D. Activities Directors: Director of Curriculum and Staff Development
   E. Occupational/Physical/Speech Therapists: Director of Special Education
   F. Teachers on Administrative Assignment: The immediate supervisor initiating the request
   G. General Classroom Teachers: Associate Superintendent for Instruction

III. Job descriptions shall be reviewed and updated periodically. Generally, updated job descriptions for management, classified, and teaching personnel shall be submitted to the Department of Human Resources by May 1 of each year for implementation on July 1. However, job descriptions shall be updated at any time, when in the best interest of the school division, with thirty days notice to the incumbent.

IV. New and updated job descriptions shall be reviewed by a Department of Human Resources Designee prior to being sent to managers for signature. Once reviewed, the Department of Human Resources Designee will return the job description to the supervisor requesting the update. Updated job descriptions shall be approved by the following managers prior to being submitted to the Department of Human Resources for retention:
   A. The immediate supervisor
   B. The appropriate director
   C. The appropriate associate superintendent
   D. The deputy superintendent
   E. The associate superintendent for Human Resources
V. In addition to annual updates, job descriptions shall be reviewed by the appropriate supervisor, director, and associate superintendent prior to posting vacant positions.

VI. Job descriptions are to contain all the information requested and are to follow the format established in Attachment I of this regulation.

The Associate Superintendent for Human Resources (or designee) shall be responsible for implementing and this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2011.
Prince William County Public Schools Job Description

POSITION TITLE: EFFECTIVE DATE:

REPORTS TO: (List in order the managers to whom the incumbent reports)

BASIC QUALIFICATIONS: (Use this area to indicate local, school division qualifications desired in addition to the state level requirements, if any, listed below.)

STATE REQUIREMENTS/QUALIFICATIONS: (Use this area to list courses, endorsements, certificates, licenses, etc., required by agencies other than the local school division.)

PHYSICAL REQUIREMENTS: (Use this area to list any requirements of the job such as lifting, standing, dexterity, etc.)

BASIC FUNCTION/NATURE OF THE WORK: (Use this area to give a brief summary of the position.)

DIMENSIONS: (Complete all applicable areas and provide any additional pertinent information.)

Budget Responsibilities:
Employees Supervised:
Number of Schools/Departments:
Number of Students:

DUTIES AND RESPONSIBILITIES/ILLUSTRATIVE EXAMPLES OF WORK: (Use this area to identify duties and responsibilities of the incumbent.)

First bullet must always state:
  • Work collaboratively with all stakeholders in providing a World-Class education.

Final bullet must always state:
  • Complete other duties as assigned.

APPROVED BY:

Appropriate Supervisor: ____________________________ Date: ________________
Appropriate Director: _______________________________________ Date: ________________
Appropriate Associate Superintendent: ___________________________ Date: ________________
Deputy Superintendent: __________________________________________________________________________ Date: ________________
Associate Superintendent for Human Resources: ______________________________________________________ Date: ________________