HUMAN RESOURCES

Duties and Responsibilities Statement

I. It shall be the responsibility of the immediate supervisor to develop and maintain a current Duties and Responsibilities Statement for each administrative and supervisory position.

II. The Duties and Responsibilities Statement shall be based upon the position's job description and shall not be in conflict with the job description.

III. The purpose of the Duties and Responsibilities Statement is to provide an outline of the important functions of each management position.

IV. Each Duties and Responsibilities Statement shall follow the format established in Attachment I of this regulation.

V. New and updated Duties and Responsibilities Statements 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

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

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2013.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
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DUTIES AND RESPONSIBILITIES

(Position Title)

In accordance with law, District policy and administrative directives, the (position title) shall be responsible for the following: