

Personnel - Certified/Non-Certified

Staff Positions

The Ledyard Board of Education has the sole authority for the creation, modification or elimination of staff positions for both certified and non-certified personnel within Ledyard Public Schools.

It is the Board's intent to maintain a sufficient number of staff positions to accomplish the District's goals and objectives.

The Superintendent shall recommend to the Board, as appropriate, the creation, modification or elimination of staff positions (1) when required to comply with changes in Board policy, state statutes or regulations, or federal law, (2) when necessary to improve the efficient and effective operation of the District in attaining goals and objectives, and (3) in any other situation in which the Superintendent believes such change would be in the best interest of the District.

Recommendations to create or modify a staff position shall be accompanied by a written job description as delineated in this policy.

Job Descriptions

The Superintendent shall develop job descriptions for all District staff positions.

Job descriptions shall include, at a minimum, the following information:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. Staff member(s) to whom the employee is directly responsible;
4. Education, training and/or certification requirements; and
5. Method by which job performance will be evaluated.

The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions for all District staff positions in a separate manual.

Related Policies:

2100 – Administrative Staff Organization

4135.1 / 4235.1 – Provisions of Negotiated Agreements

Policy adopted: November 2, 1994
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Policy Revised: November 16, 2016

LEDYARD PUBLIC SCHOOLS
Ledyard, Connecticut