

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

5000 Personnel

5022 Job Descriptions

Board Action: APPROVED

Effective Date: 2-8-16

The Board of Directors recognizes the importance of having adequate job descriptions for every school employee. Student safety, the school's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Executive Director/Principal shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.