

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

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**JOB DESCRIPTIONS**

The District Administrator shall oversee the development and maintenance of written job descriptions for all employee classifications in the District.

Each job description shall identify required qualifications and include the essential functions (primary tasks) of the job.

Job descriptions for professional staff, including administrators, shall be adopted by the Board in accordance with state legal requirements.

Job descriptions shall be on file in the District Office. The job description for the District Administrator shall be included in the board policy manual. All other job descriptions shall be reviewed and updated under the supervision of the District Administrator.

LEGAL REF.:     Section 121.02(1)(a)    Wisconsin Statutes  
                  PI 8.01(2)(q)            Wisconsin Administrative Code  
                  PI 34  
                  Americans with Disabilities Act of 1990

CROSS REF.:     231, District Administrator Job Description  
                  538, Professional Staff Evaluation  
                  Job Description Handbook

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