

## **RELATIONSHIPS OF JOB DESCRIPTIONS TO ORGANIZATIONS**

Functioning under the Mansfield School Committee, the Superintendent must establish and maintain an “organizational structure” which enables the Mansfield Public Schools to function on a day-by-day and week-by-week basis.

1. Lines of authority and major areas of responsibility are delineated on the ORGANIZATIONAL CHART. (Policy CCA-E)
2. Acting on the recommendation of the Superintendent, the School Committee establishes (and can abolish) all regular full time and part-time positions.
3. The Superintendent is responsible for having position descriptions written for every major position in the School District, which are maintained in the Mansfield School Personnel Manual.
  - a. Three main purposes are served by having written position descriptions: the manner in which authority is delegated and responsibility placed is clearly set forth; position descriptions can be used as a basis for developing evaluation instruments and professional growth plans; and the position description can be used directly for posting and as a basis for an advertisement should a position become vacant.
  - b. Position descriptions will include: title of position, length of work year, primary function, performance responsibilities, organizational relationships and qualifications.
  - c. Initial drafts of position descriptions are best developed as a cooperative endeavor by the person in the position and his/her immediate supervisor. These persons are responsible for making recommendations for updating the position description as it is used over a period of years.
  - d. Descriptions of administrative, supervisory, and other key positions will be presented to the School Committee for adoption and will be included in appropriate sections of the policy manual.
  - e. Descriptions of remaining positions will be kept by the Superintendent in a separate personnel manual that will be available for review by the School Committee.

Reviewed: March 10, 2015