
Purpose/Background

Job descriptions in Rocky View Schools (RVS) provide guidelines for roles and responsibilities, and performance expectations for Support and Exempt employees of the division.

Procedures

1. The Associate Superintendent of Human Resources or designate shall be responsible for:
 - 1.1 Preparing job descriptions.
 - 1.2 Revising job descriptions as required.
2. All job descriptions or revisions to job descriptions shall be approved by the Associate Superintendent of Human Resources or designate before posting and filing.
3. All current job descriptions shall be kept on file with Human Resources and posted on myRVS for general access by all RVS employees.
4. All historical job descriptions shall be kept on file with Human Resources.

Reference:

- Section 33,52,53,68,204,222,225 Education Act