

**CREATION AND ELIMINATION OF
ADMINISTRATIVE PERSONNEL POSITIONS**

The Board shall establish all administrative and supervisory positions in the District. Although positions may remain temporarily unfilled, only the Board may abolish a position.

In each case, the Board will approve the broad purpose and function of the position in harmony with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing a job description for the position.

The job description shall set forth the broad purpose and function of the position, the qualifications necessary, and a detailed list of responsibilities and duties. The Superintendent will maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote accountability, efficiency, and economy in the staff's operations.

End of McClusky School District #19 Policy CABAAdopted: June 20, 2017