



**Department: Human Resources**  
**Section: Employee Development and Evaluation**

The Annapolis Valley Regional School Board believes that all administrative, operational, instructional, confidential/managerial positions should have complete and accurate up-to-date job descriptions. A job description is the profile of the job - a description of duties and responsibilities; the skills and knowledge required of the position; and, the scope of authority of the position. The purpose of job descriptions is to develop and maintain a clear structure of job responsibilities within the organization.

### **Specifically**

The job descriptions will be:

- completed in accordance with a standardized format as per the Administrative Procedures;
- written in clear, concise and gender neutral languages;
- sensitive to Human Rights requirements;
- used to form the basis of developing job specifications for recruitment and selection;
- used to form the basis of the performance appraisal process;
- in compliance with Union collective agreements and Terms and Conditions of Employment for Non-Union Employees Policy;
- in compliance with *The Education Act (Nova Scotia)*.

### **Monitoring**

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this policy.
- This policy will be monitored annually.