



**Department: Human Resources**  
**Section: Employee and Labour Relations**

All positions within the Annapolis Valley Regional School Board will have an official position title as approved by the Regional Leadership Team. Position titles will identify the position in a way which is clear and recognizable, indicate the function and main purpose of the position, indicate the relative level of the position within the Board's organization structure, be gender neutral, and appear consistently on all documentation for the position.

### **Specifically**

- 1.0 Position titles will be determined when a position is created in accordance with the Annapolis Valley Regional School Board Job Description Policy (BP 304.2).
- 2.0 Position titles will be in accordance with the classifications of the collective agreement, if applicable.
- 3.0 Position titles will be in accordance with the Department of Education and Early Childhood Development or the National Occupational Classification (NOC) system, if applicable.
- 4.0 Position titles will be recorded and maintained in the Human Resources Management Information System (HRMIS).
- 5.0 A recommendation to change the title of an existing position must be submitted, in writing, to the Director of Human Resources by the position's immediate supervisor and Director of the Department, if applicable. The decision to approve, or not, a position title change will be determined by the Regional Leadership Team. The decision to approve, or not, a position title change will be forwarded in writing to the immediate supervisor and incumbent, if applicable.

### **Monitoring**

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

**Superintendent Approved:** July 4/05

**Ref:** BP 305.21

**Monitoring Date:** Annually

**Revised:** September 13/16