

GAB Job Descriptions

FILE: GAB

The purpose of this policy is to ensure that all positions have clear, detailed, and up-to-date job descriptions. Job descriptions define roles, responsibilities, qualifications, and expectations to maintain transparency and organizational efficiency.

All job positions will have a written job description, which will be created at the time a position is established. Job descriptions will be reviewed every five years or as necessary to ensure they remain accurate, relevant, and aligned with the needs of the district.

Any new job description or revisions must be made through the appropriate channels, which includes a first and second reading by the Regional School Unit 1 Board of Directors. Employees will be notified in writing of any significant changes to their job description.

Legal Reference: 20-A MRSA § 1001(13)

Adopted: April 28, 2014

Revised: April 28, 2025

Revision #2

Created 7 April 2022 15:36:14 by Matt Frey-Davis

Updated 29 April 2025 16:24:33 by Kimberly Burgess