

Loon Lake School District  
Board Policy  
Personnel

BP 5220

#### Certificated and Classified Staff Job Descriptions

Staff is subject to the policies of the district, provisions of staff agreements in effect, state board of education regulations, state superintendent of public instruction regulations and other applicable state law.

Employees shall be directly responsible to the superintendent for implementing the policies, instructions, rules and regulations of each principal, the superintendent and the board of directors. It shall be the duty of each employee to know the rules, policies and regulations of the school and the school district.

The superintendent shall be responsible for developing administrative procedures to assure that staff know what is expected of them and how these expectations may be achieved. Each staff member shall receive a job description which shall also serve as a basis for evaluation. Job descriptions shall be reviewed annually and revised when appropriate.

#### Legal References:

RCW 28A.405 Teachers--General Provisions  
RCW 28A.405.100(2) Minimum criteria for the evaluation of certificated employees, including administrators--Procedure--Scope--Penalty  
WAC 180-44 Teacher's Duties

Loon Lake School District #183

Adoption Date:

**MAR 1 6 2000**