

## Administrative Procedure 8090

### *Job Descriptions*

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**Board Governance Policy Cross Reference:** [1, 12, 10, 14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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The Interlake School Division (ISD) strives to employ well-qualified individuals for all positions. These positions are defined by job descriptions that are reflective of the roles and responsibilities.

All positions (with the exception of the Superintendent/CEO, Assistant Superintendent and Secretary Treasurer) in the Interlake School Division must have a job description approved by the Superintendent/CEO or designate. The Superintendent/CEO, Assistant Superintendent and Secretary Treasurer position descriptions must be approved by the Board of Trustees.

Employees and their managers have a responsibility to ensure job descriptions accurately reflect actual duties and responsibilities. If a position's actual duties and responsibilities change substantially from the job description, the changes should be documented and brought forward to the Superintendent/CEO or designate.