

**Rolling Hills Public Charter School**

**PERSONNEL**

**5205**

**Job Descriptions**

There shall be written job descriptions for all positions and for all employees of the Charter School. The "job description" will describe the essential characteristics, requirements, and general duties of the job or position. All personnel shall be subject to the requirements delineated in the job descriptions so that they may effectively contribute to the goals and purposes for the Charter School. The descriptions shall not be interpreted as complete or limiting definitions of any job, and employees shall continue in the future, as in the past, to perform duties assigned by the Board, supervisors, or other administrative authority.

Once each year or as provided by Idaho Code, the supervisors of all employees shall confer with each person under his or her supervision to review the individual's work.

The evaluation shall be documented by use of the Charter School evaluation form for classified or certified personnel. No evaluation should be signed before it is fully discussed by both the employee and the supervisor. One signed copy will be given to the employee and one signed copy will be given to the Principal to be maintained in the employee's personnel file.

Cross Reference: 5500 Personnel Records

Legal Reference: I.C. § 33-514 Issuance of Annual Contracts  
I.C. § 33-515 Issuance of Renewable Contracts  
I.C. § 33-517 Noncertificated Personnel

**Policy History:**

Adopted on: 11/3/2011

Revised on: