

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Job Class Specifications - Classified

Policy Number: GDAB Effective Date: 5/2018

Date of Original Policy and Revisions: 4/09, 2/12, 4/15

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 5/2021

POLICY

Job Class Specifications describe all essential functions that the classified individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation; helps applicants determine the qualifications needed to fill a position; helps district administrators determine which candidates to recommend for appointment; and, assists administrators in the evaluation of the employee's performance of position responsibilities.

Job class specifications will be developed under the supervision of the Superintendent or designee for each classified position in the district.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

[Bethel Administrative Rule GDAB: Job Class Specifications - Classified](#)