

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**I.**

**Board Policies Covering All Employees**

Board Policy No. 4008:        **JOB DESCRIPTIONS**

A.        The Superintendent shall exercise control and authority over the preparation, review or revision of job descriptions for all employees. Each job description shall contain at a minimum the following information:

1.        Job title
2.        List of specific and essential duties
3.        List of minimum qualifications

The Board retains the authority to take action on all job descriptions including any revisions.

B.        Each employee shall be required to perform all listed duties and responsibilities contained in applicable Board Policies, the applicable job description and applicable law.

C.        Each employee shall follow all reasonable directives from the immediate supervisor, the Superintendent and the Board.

Legal Reference:  
Education Code sections 35010, 35020, 35160, 35160.1, 35161

Date Policy Adopted By The Board: July 23, 2001