

GBB-R Personnel Positions

6/10/21

RATIONALE/OBJECTIVE:

The Superintendent and his/her staff will develop job descriptions for each area of employment. Approved job descriptions will be maintained by the Human Resources Division.

RULE:

The immediate supervisor shall annually provide each employee a copy, written or electronic, of his/her job description no later than the last day of pre-planning, within the first week of their reporting to work if hired following pre-planning, or as soon as reasonably practical thereafter. Job descriptions are available at any time from the Human Resources Division website.

Adopted: 5/8/74
Reviewed: 7/74
Revised: 8/13/75
Reviewed: 7/28/77
Revised: 8/10/77; 9/23/82; 5/26/83; 8/8/84
Reviewed: 6/19/86
Revised: 6/27/91; 2/22/01
Reclassified an Administrative Rule: 9/1/04
Revised: 11/14/07
Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBO)
Revised: 6/10/21

Legal Reference:

O.C.G.A. 20-02-0180	Essential educational resources as basis for base amount and program weights
O.C.G.A. 20-02-0181	Calculation of program weights to reflect base school size
O.C.G.A. 20-02-0184	Program weights to reflect funds for media specialists
O.C.G.A. 20-02-0240	Powers and duties of SBOE
O.C.G.A. 20-02-0695	Employing attendance officers in addition to visiting teachers
Rule 160-4-8-.05	Guidance Counselors