

**CHAPTER 6.00 – HUMAN RESOURCES**

**JOB DESCRIPTIONS**

**6.13**

The Henry County Board of Education must approve a job description prior to the establishment of any new position.

Each job description shall contain the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary.

The Superintendent shall maintain comprehensive, up-to-date job descriptions for all Henry County School System positions. It shall also be the responsibility of the Superintendent or his/her designee to familiarize the personnel with their duties and responsibilities as defined by the job description.

**REFERENCES:**

**CODE OF ALABAMA  
16-8-8 THROUGH -10, 16-9-23, 16-9-24**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: 6.13**