



# Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 4119.3  
Page 1 of 1

## Certificated Personnel

### Duties of Personnel

The provisions of this policy are governed in part by the agreement with the District Educators Association.

All employees of the district are subject to the policies of the Governing Board, administrative regulations, applicable laws, and current employee agreements.

### Job Descriptions

The Governing Board delegates the responsibility for the development and revision of employee job descriptions to the Superintendent. He/she shall consult with the employees in the preparation or revision of such descriptions. The Governing Board shall approve all job descriptions developed by the Superintendent.

Employees shall perform the duties and fulfill the responsibilities set forth in the job description. These shall be included in the evaluation guidelines for certificated and classified personnel.

Job descriptions shall include the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

It is further intended that the preparation of job descriptions be a self-renewing process in which each employee working under a specific job title shall work cooperatively with the Superintendent to keep the job descriptions correct.

Legal Reference:  
EDUCATION CODE  
35020

Policy adopted: 1/13/87