

Employee Policy #308 Job Descriptions

Purpose:

All staff members are “at will” employees hired for the current school year only, whose employment may be terminated at any time without cause. All staff members are considered for rehire by the Board annually for the next school year. The job description, when signed by the staff member and returned to the CEO, serves as an agreement that defines the job and signifies the employee’s acceptance of the terms of the agreement.

Guidelines:

- Every staff member receives a job description that has been approved by the Board of Trustees and that outlines the requirements of each specific position, lists the job responsibilities and the expectations of the job, defines who the position reports to, and specifies the hours and benefits of the position.
- Each staff member has the opportunity to have the contents of their job description explained, sign their job description and receive a copy for their own files.
- Each year every staff member receives a new copy of the job description that may have been updated for the next school year.
- Any refusal to sign the job description for the next school term after having had the opportunity to discuss the description will be considered a decision to terminate employment in the SusQ-Cyber Charter School.

Delegation of Responsibility:

The CEO is responsible for the maintenance and revision of job descriptions and ensures that all staff signs the current job description.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.