

**All Personnel**

BP 4119.3(a)  
4219.3  
4319.3

**DUTIES OF PERSONNEL**

The Board of Trustees recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

- (cf. 4030 - Nondiscrimination in Employment)*
- (cf. 4115 - Evaluation/Supervision)*
- (cf. 4118 - Suspension/Disciplinary Action)*
- (cf. 4215 - Evaluation/Supervision)*
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)*
- (cf. 4315 - Evaluation/Supervision)*

*Legal Reference: (see next page)*

BP 4119.3(b)  
4219.3  
4319.3

## **DUTIES OF PERSONNEL** (continued)

*Legal Reference:*

EDUCATION CODE

233.5 *Duty concerning instruction in morals, manners, citizenship*  
35020 *Duties of employees fixed by governing board*  
35035 *Further powers and duties of superintendent*  
44014 *Report of assault*  
44662 *Job responsibilities for certificated nonmanagement personnel*  
44805 *Enforcement of course of studies, use of textbooks, rules and regulations*  
44807 *Duty concerning conduct of pupils*  
44809 *School register*  
44816 *Annual report of elementary teacher*  
45100.5-45108.7 *Senior management of the classified service*  
45109 *Fixing of duties*  
45110 *Inconsistent duties, compensation*  
45256.5 *Senior management of classified service*

GOVERNMENT CODE

7293 *Local public agencies; bilingual employees*

CODE OF REGULATIONS, TITLE 5

5530-5531 *Duties of all certificated personnel*  
5550-5552 *Duties of principals*  
5570 *Duties of teachers*  
5590 *Duties of temporary athletic team coaches*  
11256 *Duties and responsibilities of mentor teachers*  
12067 *Teacher aide duties under supervision of classroom teacher*  
12068 *Teacher aide duties not under direct supervision of classroom teacher*  
13003 *Duties of team leader*  
16043 *Duties of library personnel*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans With Disabilities Act*