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| <b>Kelsey School Division<br/>Box 4700<br/>The Pas, MB R9A 1R4</b> | <b>Code: GDA</b> |
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**SUPPORT STAFF JOB DESCRIPTIONS**

1. The Superintendent shall be responsible for ensuring that current job descriptions are available for all support staff positions in the School Division office.
2. The Superintendent shall develop and keep updated, job descriptions for all non-administrative positions, both professional and non-professional.
3. The Superintendent shall submit to the Negotiations and Personnel Committee descriptions for review from time to time, and the Committee shall report to the Board.
4. Copies of current job descriptions for all staff are available at the School Division office.