

Policy Information

Series 6000 - PERSONNEL

SUPPORT STAFF

Appointment - Support Staff

Policy # 6310

All support staff positions in the School District will be established by the Board of Education.

In each case, the Board will approve the broad purpose and function of the position in accordance with state laws and regulations, approve a statement of job requirements as recommended by the Superintendent of Schools, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position, subject to Board approval.

The Superintendent will maintain a comprehensive, coordinated set of job specifications, which set forth clear-cut responsibilities for all positions.

Upon final Board action, the Superintendent shall refer all proposals for the creation or reclassification of positions in the classified civil service, and a statement of the duties for such positions, to the City of Oswego Personnel Director.

The probationary period for all new civil service employees shall be for the maximum period established by the local Civil Service Commission.

The time, place, conditions of employment, and transfer of support staff shall be vested in the Superintendent of Schools who shall conduct such actions in compliance with all applicable contract provisions. The duties for each Civil Service employee shall be clearly defined.

Policy References:

Civil Service Law Section 63

Adoption Date: 12/20/2011

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