



## **JOB DESCRIPTIONS**

### **GOVERNANCE POLICY**

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#### **1.0 PRINCIPLES**

- 1.1. The South Shore Regional Centre for Education (SSRCE) believes that all positions should have accurate, up-to-date job descriptions. These descriptions will describe the qualifications and experience required to fill the position and shall contain an accurate description of the duties required.
- 1.2. The approved job descriptions will be used as a framework for recruitment, performance appraisals and employee supervisions.

#### **2.0 POLICY FRAMEWORK**

- 2.1. The job descriptions will be:
  - 2.1.1. Completed in accordance with a standardized format as per the Administrative Procedures;
  - 2.1.2. Written in gender neutral language;
  - 2.1.3. Sensitive to Human Rights requirements;
  - 2.1.4. Collaboratively developed with the incumbent employee;
  - 2.1.5. Used to identify essential competencies or job standards;
  - 2.1.6. Approved by the immediate supervisor for recommendation to the Regional Executive Director, or designate, for final approval and action;
  - 2.1.7. Used to form the basis of developing job specifications for recruitment and selection;
  - 2.1.8. Used to form the basis of the performance appraisal process;
  - 2.1.9. Reviewed for possible change in conjunction with performance appraisal;
  - 2.1.10. In compliance with Union collective agreements and Terms and Conditions of Employment for Non-Union Employees;
  - 2.1.11. In compliance with *The Education Act (Nova Scotia)*;
  - 2.1.12. The basis of the information for the Human Resources Information System (HRIS).
- 2.2. The immediate supervisor will be responsible for identifying the specific duties and division of tasks for all employees under his / her supervision.
  - 2.2.1. The Director of Human Resources, or designate, will be responsible for ensuring that job descriptions are written for each job using the following components:
    - 1.1.1.1. Position Title
    - 1.1.1.2. Reporting Relationship
    - 1.1.1.3. Union Status
    - 1.1.1.4. Qualifications
    - 1.1.1.5. Experience

- 1.1.1.6. Abilities
- 1.1.1.7. Task Dimensions
- 1.1.1.8. Approver
- 1.1.1.9. Date Approved

### **3.0 AUTHORIZATION**

The Regional Executive Director is authorized to issue procedures in support of this policy.

## **JOB DESCRIPTIONS**

### **ADMINISTRATIVE PROCEDURES**

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#### **1.0 PROCEDURES**

#### **2.0 RESPONSIBILITIES**

#### **2.0 PROCEDURES**

- 2.1. Process for Revision and Approval Procedure.
  - 2.1.1. Completed job descriptions, including any consultations required under Collective Agreement provisions, will be submitted to the Regional Executive Director of Schools, or designate, for review and approval.
  - 2.1.2. Once approved, the job description will be received by the Human Resources Committee of the South Shore Regional Centre for Education.
  - 2.1.3. A copy of the approved job description will be placed in the Job description library, held by the Human Resources department.
  - 2.1.4. The approved job description will be shared with the Employee(s) and the immediate Supervisor(s).
  - 2.1.5. Requests for revisions to job descriptions will be forwarded to the Director of Human Resources for action and approval.
- 2.2. Process for Use of the Job Description.
  - 2.2.1. The approved job description will form the basis of performance appraisal and will be reviewed at the commencement of the process. This may include the review of previously established goals or issues.
  - 2.2.2. The job description will also be reviewed at the end of the performance appraisal process. This may include the development of new, and the revision of previous, goals.
  - 2.2.3. The approved job description will be used to develop the advertisement or posting in the recruitment and selection process.

#### **3.0 RESPONSIBILITIES**

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

#### **4.0 DELIVERABLES**

The job descriptions are available upon request from Employees, Supervisors or SSRCE Senior Management Team. They are also maintained on the SSRCE's Web Site.