

**All Personnel**

BP 4119.3(a)

4219.3

**DUTIES OF PERSONNEL**

4319.3

The Governing Board 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. 4115/4215/4315 - Evaluation/Supervision)
- (cf. 4118/4218/4318 - Suspension/Disciplinary Action)

*Legal Reference:*

EDUCATION CODE

- 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
- 44806 Duty concerning instruction in morals, manners, citizenship
- 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
- CODE OF REGULATIONS, TITLE 5 (Continued)
- 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

AMERICANS WITH DISABILITIES ACT, P.L. 101-336

- 42 U.S.C.12101 et seq.

Policy  
adopted: February 24, 1997

**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California