

# Lisbon School District

15 Newent Road  
Lisbon, CT 06351

4118.3/4218.3

## Personnel – Certified/Non-Certified Duties

All employees of the school district are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

Job descriptions shall include at least the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

The job descriptions shall determine the job classification of the employee on the salary schedule. In each instance the employee shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the superintendent and maintained in a separate manual.

Policy adopted: 10/16/89  
Amended: 05/16/16