

## **DUTIES**

(Non-Certificated Staff)

Each employee shall comply with all requirements of the law and board policy, and shall perform all duties commonly performed in his/her position and in addition, all duties assigned to him/her by the Board, the Chief School Administrator, the Board Secretary/School Business Administrator, and the employee's immediate supervisor or supervisors.

Date: January 10, 1988  
Revised: April 23, 2009

### **Legal Reference:**

<u>N.J.S.A.</u> 18A:27-4,	Power of boards of education to make rules governing employment
<u>N.J.A.C.</u> 6:3-1, 19	Supervision of instruction: observation and evaluation of non-tenured teaching staff
<u>N.J.A.C.</u> 6:3-1, 21	Evaluation of tenured teaching staff members
<u>N.J.A.C.</u> 6:8-3, 3 (a)	Staffing

### **Cross Reference:**

2121	Line and staff relations
4215	Job evaluation

