

**Creation and Elimination of  
Administrative Personnel Positions**

The Superintendent shall establish all administrative and supervisory positions in the District. Although positions may remain temporarily unfilled, only the Superintendent may abolish a position.

The Superintendent or designee shall write the job description for all administrative and supervisory positions.

The job description shall set forth the broad purpose and function of the position, the qualifications necessary, and a general list of responsibilities and duties. The Superintendent will maintain a comprehensive, coordinated set of job descriptions for all such positions so as to promote accountability, efficiency, and economy in the staff's operations.