PRESTON COUNTY BOARD OF EDUCATION FILE: 2 – CENTRAL OFFICE ADMINISTRATION File: 2-11 Job Descriptions	Last Reviewed: 8-9-10 Next Review: 7-1-12

Every professional and service position shall have a specific role as defined in a job description. The Superintendent, in cooperation with the staff, shall develop for each such position an effective job description which will incorporate (1) guidelines under the policy on lines of responsibility in *File: 2-3 Lines of Responsibility* of this manual, (2) other relationships necessary for the efficient management of the school system and (3) job descriptions as specified by the Code of West Virginia, if any.

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Amended/Revised: