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HUMAN RESOURCES

To: Presidents, Principals, Business Managers, HR Administrators and Hiring Managers

From: Lana Kauffman, HR Business Partner- Schools

CC: Laura Tornaquindici, CHRO

Subject: Job Descriptions

The job description template was created by Human Resources at the Diocese in response to requests received from principals and business managers. The use of this particular template is not mandatory, but all schools must have a job description for each position.

Please review the guidelines for use of the job description template.

1. The Superintendent and Associate Superintendent of Catholic Schools endorse the use of this template to assist schools who are preparing for Accreditation. Keep the job description(s) in the employee’s file to satisfy TCCBD ED employment file guidelines.
2. This template is designed for use across all positions - part time, full time or temporary.
3. Employees working in multiple positions should have a job description for each role. Example: a teacher who also works as the Athletic Director, Yearbook Sponsor or Athletic Coach.
4. It is not necessary to issue the employee a new job description every school year unless the employee’s title, duties, job status or reporting structure has changed.
5. Follow the guidelines on the template to ensure that the required information remains. Do not remove the required information as indicated on the job description template, including the information as shown in the template’s footer section.
6. Can you include acknowledgement signatures at the bottom of the job description? HR guidelines do not require employers to include an acknowledgement section. If you choose to do this, ensure that all descriptions include the same.
7. It is up to each school to update and maintain a database of their job descriptions. School leadership should develop an administrative process to determine who is able to make changes to the job descriptions prior to making the job description a part of the database.
8. Employees should receive a copy of their job descriptions 1) at the time of hire and 2) as needed for updates to the position.
9. Review job descriptions annually or as needed.

Please contact me with any questions.

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