

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: GDAB
Date Policy Reviewed & Re-adopted: 5-07-07

RESPONSIBILITIES AND DUTIES

At the beginning of each school year or at the time of employment of a new employee, the administrator or supervisor of a unit shall advise employees under her/his supervision of the assigned responsibilities and duties for which each will be held accountable.

Classified employees are responsible to their administrator or supervisor to whom they are assigned. Each is expected to abide by standard practices and assignments made by the administrator.

Classified employees shall not attempt to discipline students as this is the responsibility of the teachers and the administrator. Any incidents should be reported to the administrator.

END OF POLICY