

**WINOOSKI SCHOOL DISTRICT**

**SUPPORT STAFF and NON UNION POSITIONS**

1. All support staff and non-union positions are created only by the superintendent or designee. It is the superintendent's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives within the current operating and federal budgets, and active grants.
2. Before any new position is established, the superintendent or designee will complete a job description for the position which specifies job group, essential duties and responsibilities, qualification requirements, physical demands, terms of employment, compensation and evaluation.
3. The superintendent is to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

Reviewed and Updated: August 22, 2022