

105 -Job Description Procedure

It will be the responsibility of the GWA Board of Directors to establish and maintain the job description for the Principal position. Job performance will be reviewed each October and a letter of employment will be offered by March 1st.

Under the direction of the GWA Board of Directors, the Principal will create and maintain the job descriptions for the Vice Principal and District Manager positions. These job descriptions will be subject to board approval. Job performance will be evaluated by the Principal once a year and letters of employment will be offered by March 1st.

All other job descriptions will be created and maintained by the GWA Administration Team. The direct supervisor will evaluate job performance once a year and letters of employment will be offered by March 1st for faculty and April 1st for staff as a goal.