

**SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTIONS – NEW AND REVISED  
PROCEDURAL GUIDELINES**

**Directions:** Please refer to the instructions below when creating or revising a job description.

**GENERAL INSTRUCTIONS (For New or Revised Job Descriptions)**

1. Current approved Job Descriptions are located on the Human Resources website at [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net). To revise a job description, contact Human Resources to obtain a copy as a Word document. Current job descriptions can be used as a general guideline/resource when developing a new job description.
2. Notify in writing the Staffing Administrator of Human Resources of the proposed change. Include with the notification a one-paragraph explanation as to why the change or new position needs to occur.
3. Submit the Job Description as a Word document (DO NOT USE THE TRACKING OPTION) to Andrea Jordan in the Human Resources Department for approval using the Job Description Approval Request Form. Human Resources will make a recommendation to the Superintendent's office for approval.
4. Once all of the appropriate signatures are obtained, the Human Resources Department will submit the Job Description to the School Board for approval.
5. Upon approval by the Board, the Job Description will be added to the Human Resources Department website.

**NEW JOB DESCRIPTION GUIDELINES:**

1. Use a current Job Description (located on the Human Resources website) as a general guideline.
2. Develop the Job Description, including the following required components:
  - a. Job title
  - b. Qualifications
  - c. Knowledge, Skills and Abilities
  - d. Reports to
  - e. Job Goal
  - f. Supervises
  - g. Performance Responsibilities
  - h. Physical Requirements
  - i. Terms of Employment
  - j. Evaluation
  - k. Job Description Supplement No. (This references comprehensive physical requirements. Refer to the website for selection.)
  - l. Essential Performance Responsibilities (Asterisk – performance responsibilities that are regarded as essential functions of the job.)

**REVISED JOB DESCRIPTION GUIDELINES:**

1. When making additions to an existing job description, denote the addition by underlining the added text. Example: Submit the Job Description to the Human Resources Department for approval using the Job Description Approval Request Form.
2. When making deletions to an existing job description, denote the text to be deleted by placing it in [brackets]. Example: Submit the Job Description to the Human Resources Department for approval [using the Job Description Approval Request Form].