

## Professional Staff Positions

All certificated and non-certified professional positions at Northwest Wyoming BOCES shall be established initially by the NW BOCES Board.

In each case, the NW BOCES Board will approve the broad purpose and function of the position, approve a statement of job requirements as recommended by the Administrative Director. The Board shall delegate to the Administrative Director the task of writing, or causing to be written, a job description for the position.

The Administrative Director shall maintain a comprehensive, coordinated set of job descriptions which set forth clear-cut responsibilities for all positions that will promote harmony and efficiency in the operation of NW BOCES.

Although positions may remain temporarily unfilled, only the Board may abolish a position it has created.