

## Professional Staff Positions

All certificated and non-certified professional positions at NWBOCES shall be established initially by the NWBOCES Board.

In each case, the NWBOCES 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 NWBOCES.

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