

## **GCA—Certified Staff Positions**

### **Staff Positions**

Professional staff positions are created only with the approval of the Board. Before recommending the establishment of any new position, the Administrator will present a job description for the position that specifies the qualifications, the performance responsibilities, and the method by which the performance of such responsibilities will be evaluated.

### **Job Descriptions**

The Administrator will maintain a comprehensive and up-to-date set of job descriptions of all School positions.

### **Professional Contracts**

If a teacher will not be extended the assignment for the following school year he/she will be so notified in writing prior to May 1<sup>st</sup>.