

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Personnel – Certified**

**4100**

**Certified Personnel**

All certified staff positions are created only with the approval of the Board. It is the Board's intent to activate and maintain a sufficient number of positions to accomplish the school system's goals and objectives.

Before any new position is established, the Superintendent will present for the Boards' approval a job description for the position which specifies the necessary job qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system in a separate manual.

(cf. 2130 - Job Descriptions)  
(cf. 4118.3 - Duties of Personnel)

**Policy Adopted:      January 8, 2019**