Sacramento City Unified School District

Human Resource Services

Duties and Responsibilities	Frequency

12. Indicate how you receive the majority of your work assignments.
   - Ã Projects are assigned by supervisor who tells me how to do them.
   - Ã Projects are assigned by supervisor, but I decide how to do them.
   - Ã I have responsibility for a set of duties, and I know when and how to do them.
   - Ã I develop projects myself as needed and decide when and how to do them.

Important Instructions

Be sure you have completed each applicable question! Sign and date the questionnaire on spaces provided below, and forward it to your principal or unit administrator. It is suggested that you discuss this completed form with your principal or unit administrator to ensure there is a mutual understanding of your assigned position.

Signed by: Date:

THIS SECTION TO BE COMPLETED BY THE MEMBER OF THE SUPERINTENDENT'S CABINET RESPONSIBLE FOR THE EMPLOYEE'S SCHOOL OR DEPARTMENT.

32. Do you agree with this employee's job description?

Ã Yes Ã No