

Middletown City School District
Job Description Acknowledgement



EMPLOYEE INFORMATION:

Employee Name: _____

Position: _____

Contact/Phone #: _____

School: _____

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no manner stated or implies that these are the only duties and responsibilities to be performed by the position incumbent. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority, or designee.

Supervisor/Designee's Signature

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Middletown City School District Board of Education Policy Manual and Handbook(s) as it relates to my position.

Employee's Signature

Date