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| <p><b>Kelsey School Division</b><br/><b>Box 4700</b><br/><b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p> | <p><b>Code: GCA</b></p> |
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**PROFESSIONAL STAFF JOB DESCRIPTIONS**

The Superintendent shall develop and keep current, job descriptions for all non-administrative positions, both professional and non-professional. The Superintendent shall submit to the Negotiations and Personnel Committee job descriptions for review as required, and the committee shall report to the Board.