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| Position Title: | | PCN: | |
| Department/School: | | Location/ Address: | |
| Reports to(Title only): | | Work Hours | am to pm |
| Salary/Position Category: | <input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher | | |
| Position type/ Grade (to be completed by HR) | | Position # of days | |
| Travel Required | | FLSA Status | <input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt |

Job Description

JOB PURPOSE/REASON:

REQUIRED QUALIFICATIONS:

EDUCATION:
☐ High School Diploma or Equivalent
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ Other

EXPERIENCE & TRAINING:

LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

PREFERRED QUALIFICATIONS:

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

PHYSICAL/MENTAL REQUIREMENTS:

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

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|------------------------------------|--|------|--|
| Department Head | | Date | |
| Associate/Chief/Executive Director | | Date | |
| Superintendent (if applicable) | | Date | |
| Human Resources | | Date | |