

Position Title:		PCN:		
Department/School:		Location/ Address:		
Reports to:		Work Hours	a.m.	p.m.
Salary Category:	☐ Administrative ☐ Classified ☐ Teacher	Position category:	☐ Administrative ☐ Classified ☐ Teacher	
Position type: (To be completed by HR)		Work Schedule:	☐ 185 days ☐ 190 days ☐ 195 days ☐ 200 days	☐ 210 days ☐ 218 days ☐ 222 days ☐ 245 days
Travel Required:		FLSA Status	☐ Exempt ☐ Non-exempt	
Job Description				
<u>Job Purpose/Reason:</u>				
<u>Position Responsibilities:</u> (Primary Functions)				

(Secondary Functions)

Required Qualifications:

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

EXPERIENCE & TRAINING:

SPECIFIC SKILLS:

LICENSING/CERTIFICATION:

OTHER:

Preferred Qualifications:

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.

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