

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.

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