

<b>Position Title:</b>		<b>PCN:</b>	
<b>Department/School:</b>		<b>Location/Address:</b>	
<b>Reports to:</b>		<b>Work Hours</b>	a.m. to p.m.
<b>Salary Category:</b>	<input type="checkbox"/> Administrative <input type="checkbox"/> Classified <input type="checkbox"/> Teacher	<b>Position category:</b>	<input type="checkbox"/> Administrative <input type="checkbox"/> Classified <input type="checkbox"/> Teacher
<b>Position type: (To be completed by HR)</b>		<b>Work Schedule:</b>	<input type="checkbox"/> 185 days <input type="checkbox"/> 210 days <input type="checkbox"/> 190 days <input type="checkbox"/> 218 days <input type="checkbox"/> 195 days <input type="checkbox"/> 222 days <input type="checkbox"/> 200 days <input type="checkbox"/> 245 days
<b>Travel Required:</b>		<b>FLSA Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

**Job Description**

**Job Purpose/Reason:**

**Position Responsibilities:**

(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	