



<b>POSITION:</b>	<b>DBM (PAY GRADE):</b>
<b>DEPARTMENT/SCHOOL:</b>	<b>ADDRESS:</b>
<b>REPORTS TO (TITLE):</b>	<b>ANNUAL WORKDAYS:</b>
<b>POSITION CATEGORY:</b>	<b>FLSA STATUS:</b>

**POSITION SUMMARY:**

**MINIMUM REQUIRED QUALIFICATIONS:**

**EDUCATION:**

**WORK EXPERIENCE & SKILLS:**

**CERTIFICATION/ENDORSEMENT/LICENSING:**

**PRIMARY POSITION RESPONSIBILITIES: (15 MAX)**

continued...

**PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:****PREFERRED QUALIFICATIONS & OTHER SKILLS:****SECONDARY POSITION RESPONSIBILITIES:****SUPERVISION RESPONSIBILITY (IF APPLICABLE):**

Direct Reports: \_\_\_\_\_ # of Classified Hourly \_\_\_\_\_ # of Administrators or Teachers

**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.*

**APPROVED BY AND REVISED DATE:**