

<b>Position Title:</b>		PCN:			
Department/School:		Location/ Address:			
Reports to(Title only):		Work Hours	am to pm		
Salary/Position Category:	☐ Non-Certified Administrator ☐ Certified Administrator ☐ Non-Exempt Hourly ☐ Teacher				
Position type/ Grade (to be completed by HR)		Position # of days			
Travel Required		FLSA Status	☐ Exempt ☐ 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						
SECONDARY FOSITION 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		Date				
Director						
Superintendent (if applicable)		Date				
Human Resources		Date				