

<b>Position Title:</b>		<b>PCN:</b>	
<b>Department/School:</b>		<b>Location/Address:</b>	
<b>Reports to(Title only):</b>		<b>Work Hours</b>	am to pm
<b>Salary/Position Category:</b>	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
<b>Position type/ Grade (to be completed by HR)</b>		<b>Position # of days</b>	
<b>Travel Required</b>		<b>FLSA Status</b>	<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	