

Position Title:		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 RESPO	NSIBILITIES, CONTINUED:	_			
SECONDARY POSITION RESPONSIBILITIES					
PHYSICAL/MENTAL REQUIREMENTS:					
NOTE: The above is intended to desc	ribe the general content of and requirements for the perfor	mance of thi	s job. It is not to be		
	of essential functions, responsibilities or requirements. The ment, nor deemed as an employment contract.	is job descri	ption must not be		
Department Head	- ·	Date			
Associate/Chief/Executive Director		Date			
Superintendent (if applicable)		Date			
Human Resources		Date			