

## Job Description Instructions

**Classification** – This is either: “Exempt” or “Non-Exempt.” All positions should be considered “Non-Exempt” unless one of the following applies:

- The position is that of a school teacher or school principal OR
  - The position is salaried, not hourly AND
  - The assigned a salary is \$913/wk. (\$47,476/yr) or more AND
  - The position performs administrative, executive or professional duties. (An administrative assistant could qualify for this, but a cook or custodian could not, even if they meet the first two bullet points.)

**Summary/Objective** – State the main purpose of the job in one or two clear, concise sentences.

**Essential (Primary) Job Functions** – List the essential functions of this job in the order of their importance. This is not a list of individual tasks, but a list of the major job responsibilities that form the basis for the existence of this job - these are the functions that are absolutely critical to the job. Note that the order of functions is based on their importance to the performance of the job. A job function is usually essential if:

- The position exists primarily to perform that function (or that function along with a handful of others)
- Eliminating that function fundamentally alters the position
- Employees are hired because they possess a unique skill or ability needed to perform this function
- All incumbents in this position are required to perform this function
- Failure to perform this function would adversely affect the work of the department

**Secondary Job Functions** – These are job functions that are often or even always performed as a part of this job, but that could be performed by someone else without compromising the reason for this job to exist.

**Required Competencies** – These are the skills, abilities, experience, and overall level of knowledge required to perform this job successfully. Do not list degrees in this section. These competencies should reflect the skills needed for the job, not necessarily the actual skills held by the current incumbent.

**Required Education & Experience** – List any degrees or educational certifications that are minimally required to perform the essential functions of the job, as well as any

specific length or type of experience needed. These are not necessarily the qualifications that a current incumbent possesses.

**Preferred Education & Experience** – List degrees, educational certifications or experience that, while not required as a minimum to perform the job, would increase the incumbent's chances of success in the position or enhance performance.

**Additional Qualifications** – List any additional educational or experiential qualifications that are relevant to performance of the job.

**Supervisory Responsibility** – List any job titles (not the incumbents) for which this position has supervisory responsibility.

**Work Relationships** – List any internal and external working relationships that are essential for this position to maintain in order for an incumbent to perform the job effectively. Do not include occasional or casual contacts or interactions. (These may include: principal, pastor, faculty, parents, commission or council members etc. as well as outside entities such as public officials, government agencies, etc.)

**Full Time/Part-Time** – Less than 40 hours/week is part-time. (Note: An employee may qualify for benefits if s/he works 30+ hours/week.)

**Normal Work Days & Hours** – List the regular, expected days and hours of work for this position. (These may vary occasionally, so you need to state "in general" what days and hours are normal for this position. For example, even though teachers may put in numerous hours outside of the classroom, the expected days and hours would be Monday through Friday from 7:30-4:00.)

**Travel Requirements** – If the position requires travel in order to perform its duties, that should be mentioned. For principals, occasional travel to Madison is expected in order to attend meetings. For most teachers, no travel would be expected.

**Other Duties** – You should use the text below exactly as it is written.

*This job description is not designed or intended to be a comprehensive or exhaustive list of all activities, duties or responsibilities that are required of an employee in this job. Duties, responsibilities and activities may change at any time with or without notice.*