

[Parish Letterhead]

[Postion Name] – _____ [School Name] _____ Catholic Parish

Date Reviewed: [Date]

Classification: Exempt or non-exempt
(*Exempt positions are teachers, principals or those that earn more than \$47,476 per year. Teachers & principals are exempt even if they earn less than \$47,476.*)

Reports to: Pastor, _____ [Parish Name] _____

JOB DESCRIPTION

Summary/Objective:

- Summarize the position or list the objective of the position. (2-3 sentences)

Essential Job Functions:

- List the functions that are absolutely essential to performing the job.

Secondary Job Functions:

- List all job functions that are important, but not critical or essential.

Required Competencies:

- List the skills and knowledge that are required to perform the job.

Required Education & Experience:

- List all required education and experience.

Preferred Education & Experience:

- If additional education and experience is required (i.e. prefer experience in a Catholic school or parish), list it here.

Additional Qualifications:

- List any additional qualifications (i.e. hold a valid WI driver's license, teaching license etc.)

Supervisory Responsibility:

Will the person in this position supervise any other employees or volunteers? If so, describe.

Work Environment & Physical Requirements:

- Describe the work environment and physical requirements. (i.e. early childhood teachers need to be able to bend down, lift 40 lbs., walk up and down stairs, etc.)

Work Relationships:

- List everyone with whom the employee needs to maintain a professional relationship, (i.e. other faculty and staff, school principal, pastor, parents, etc.)

Full Time/Part-Time:

List whether this is a full-time or part-time position.

Normal Work Days & Hours:

List regular work hours (i.e. Monday through Friday 8:00 a.m. – 4:00 p.m.)

Travel Requirements:

- List travel requirements, if any. If “None,” state “None.”

Other Duties

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.

Signatures

Employee _____ Date _____

Manager _____ Date _____