

FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS

COMMON PROCEDURE FOR JOB DESCRIPTIONS D3

Rationale:

To assist in fulfilling the educational mission and to accomplish annual goals and objectives, the appropriate designated Board will establish positions within the Supervisory Union or its member school district. Each position will have a job description that will be reviewed by the respective Board at the time each position is either created or significantly revised.

Positions may be created at any time, abolished, or may remain unfilled at the discretion of the Board and Administration.

The job descriptions will be presented in a common format by the Superintendent and will include: position title, work location, essential duties and responsibilities, qualification requirements, evaluation criteria, and terms of employment. All job descriptions will be developed in accord with applicable state and federal entitlements, protections, and guidelines.

Format and Contents:

A job description identifies the primary function, major duties and responsibilities performed by a fully qualified employee.⁽¹⁾ Position descriptions are best used when they are current, reflecting accurate the positions responsibilities so an annual review of job descriptions is recommended. A description should be on file in Human Resources at the FCSU Central Office for each full and part time position⁽²⁾. The elements included in the job description are:

1. General Information
 - a. Job Title: The position name.
 - b. Position Location: The member school for which the position is a part.
 - c. Job Group: Administrator, Educator, Support Staff, or Non-Union
 - d. Reporting To: The title of the position supervising this job.
 - e. Summary of Position Responsibilities: A concise summary of the basic function(s) and general purpose of the job.
2. Essential duties and Responsibilities:
 - a. Current major duties and responsibilities: A listing of the job in order of importance. Each duty/responsibility should be clearly and concisely described. Number each duty or responsibility statement.
 - b. Supervisory Responsibilities: If the position has management/supervisory responsibilities it should be included here. Specific supervisory or management information is included such as, hiring, training, or evaluation or directing the work of others.
3. Qualification Requirements: (*Includes special behavior, skills and/or knowledge.*)
 - a. Education and/or Experience Requirements: The type of education, degree, and length of related experience required.
 - b. Certificates, Licenses, Registration Requirements: The name of the certificate, endorsement, license, or registration required by the position.

- c. Other Specific Qualifications: To include such areas as general language skills, mathematical skills, reasoning, and other specialized skills and abilities. Examples may include: attention to detail, communication skills, writing skills, computer literacy.
4. **Work Environment:** (*The environmental limitations and expectations.*)
- a. Physical and Emotional Demands: The physical and emotional expectation that the position demands such as lifting, vision, and tolerance of environmental factors such as indoors or outside work, noise, lighting, and temperature.
5. **Terms of Employment:** the position status such as full or school year, full or part time.
- a. Compensation: The salary schedule followed for pay or wage.
 - b. Evaluation: How often the incumbent can expect an evaluation of work performance.

(1) A fully qualified employee is one who possesses knowledge, skills and experience required by the position.

(2) Cross Reference D3

Job Description FORMAT

Job Title: _____

Location: _____

Job Group: Administrator Educator Support Staff Non Union Other: _____

Supervised by: (position title): _____

Summary of Position Responsibilities:

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Essential Duties/Responsibilities: *To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. Be succinct. Begin sentences with action verbs. Attach additional pages as necessary.*

1.
2.
3.
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8.

Supervisory Responsibilities:

- Has no supervisory responsibilities.
- Carries out responsibilities in accordance with the organization's policies and applicable laws.

Supervisory Responsibilities include:

- interviewing hiring training appraising performance rewarding/disciplining employees
- addressing complaints/resolving problems planning, assigning, and directing work

Qualification Requirements: *The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Education and/or Experience:

2. Certificates, Licenses, Endorsements, and Registrations:

3. Language Skills:

4. Mathematical Skills:

5. Reasoning Ability:

6. Other Skills and Abilities:

Physical Demands: *The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

Standing Walking Sitting Lifting Carrying Pushing
 Pulling Climbing Balancing Stooping Kneeling Crawling
 Crouching Reaching Handling Fingering Feeling Talking
 Hearing Far Vision Near Vision Color Vision Depth Perception Repetitive Motion
 Eye/Hand/Foot Coordination Other: _____

Physical Effort: *Please indicate on the continuum the requirements of this position:*

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

Exposure to weather Extreme heat Extreme cold Noise Dust, vapors, fumes
 Time constraints Public contact Deadlines Travel Inside work

Terms of Employment: _____

Compensation: _____

Evaluation: _____

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.