**LOGO**

**SCHOOL NAME**

|  |
| --- |
| **JOB DESCRIPTION** |
| **Job Title:**Click or tap here to enter text.  | **Reports to:** (title of position)Click or tap here to enter text. |
| **Work Status:** [x]  Full Time [ ]  Temporary [ ]  Part Time | **Date:** (date delivered)February 19, 2021 use the drop-down feature |
| **FLSA Status:**[ ]  Exempt [ ]  Non-Exempt | **Work Classification:*** [ ] 12-month employee (year-round)
* [ ] 12-month partial employee Number of work days:

Click or tap here to enter text.* [ ] Contract employee: teacher/school administrator

 |

**General Summary of the Position**

Insert a 3-4 sentence narrative providing an overview of the position.

**Essential Duties and Responsibilities of the Position**

* Bullet Point
* Bullet Point
* Bullet Point
* Bullet Point
* Bullet Point
* (DO NOT REMOVE) Other duties as assigned
* (DO NOT REMOVE) Abide by all policies as outlined in the Catholic Schools Office Handbook of Policies and Procedures for Elementary and Secondary Schools

**Position Requirements**

**Knowledge, Skills and Abilities:**

* Bullet Point
* Bullet Point
* Bullet Point

**Education and Experience:**

* List education type (include preferred or required)
* List training or certifications needed (include preferred or required)
* List years of experience needed (include preferred or required)

**Special Requirements:**

* Special hours or days required for the position (if applicable)
* Whether the position requires the person to be a Catholic in good standing or with thorough knowledge and understanding of Catholic teachings (preferred or required)

**Physical Requirements Specific to the Job:**

Indicate N/A

or

Indicate basic physical requirements to perform the job. Especially necessary for maintenance positions; positions requiring moving objects with a certain weight. Employers are not required to include physical requirements if it is not essential to the job itself.