Job Description

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| --- | --- |
| **Job Title:**  | **Position Title:**  |
| **Reports to:**  | **% Effort or Weekly Hours:**  |
| **Department:**  | **Prepared by:**  |
| **Date:**  |  |

**Position Overview:**

**Principal Duties and Responsibilities (Essential Functions\*\*)**:

**Supervision Received:**

**Supervision Exercised:**

**Qualifications & Skills:**

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.