

Sample Job Description Outline

(See Pages 20-21 of **A Head Start Guide to Job Analysis & Job Descriptions** for Details)

This sample is offered for informational purposes only. Local programs should create a standard outline for job descriptions that meets or exceeds the requirements of their Policies and Procedures.

DATE:

POSITION TITLE:

CLASSIFICATION: (i.e., pay band or wage information)

QUALIFICATIONS: (Minimum qualifications needed to perform the job; may also include preferred and special qualifications)

Education -

Experience -

Knowledge, Skills, Abilities -

Personal Characteristics - (optional)

JOB SUMMARY: (Two to three sentences that explain the main functions and purposes of the job.)

HOURS: (Full or part time position, number of hours per year, etc.)

SUPERVISION: Directly responsible to....
Directly supervises....

MAJOR DUTIES: (Major duties of the position, preferably in order of importance; concentrate on essential functions and tasks that require 5-10% or more of the person's time, *unless organizational standards dictate otherwise.*)

Limit the description to one or two pages unless organizational standards dictate otherwise.

