

Job Description Reference Guide
San Antonio Independent School District



Job Title:	The formal industry benchmark job title
Position Title:	The internal position-specific title
Function:	The name of the over-arching function for this job
Sub-Function:	The name of the sub-function representing this job

Department:	The name of the department this position resides in	Pay Grade:	
Reports to:	The job title that this position directly reports to	FLSA Classification:	
Terms of Employment:	List the terms of employment, if applicable		

Job Scope

Insert the universal *Job Scope* summary from the *Job Hierarchy Level Guide*.

Position Summary

Insert the position-specific summary.

Essential Functions / Key Responsibilities

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
10. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

Education:

-

Experience:

-

Knowledge, Skills & Abilities

-

Preferred Qualifications

Education:

-

Experience:

-

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Knowledge, Skills & Abilities

-

Working Conditions

Work Schedule:

-

Work Environment:

-

Physical Demands/Requirements:

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Supervisory Responsibilities / Direct Reports

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