

## Job Description Considerations

A compelling and accurate Job Description is a crucial component in developing a comprehensive human capital system as it drives many strategic staffing outcomes. Job Descriptions are often the first thing a candidate sees and can impact their overall view of the district. Therefore, a compelling Job Description can capture the uniqueness and spirit of the district’s instructional vision and increase employee engagement. In addition, they can be differentiators in the hiring, selection, and placement processes. Job Descriptions are foundational tools in communicating the performance competencies to successful candidates.

Consideration	Overview
Job Title	The job title is the most likely component to feed into a keyword search. It should represent the role of the job and the level of responsibility. The job title should compel people to read the full description.
Position Overview	This summary provides a general overview of the position, describes the purpose of the job, and details the position’s responsibility level (e.g., “works under the supervision of the HR director”). You can use this space to share school district objectives or describe the impact the position will have.
Essential Duties and Responsibilities	This section serves as the foundation of a job description. It should convey the complexity and scope of the position and its identified duties and responsibilities.
Qualifications and Requirements	A quality job description needs to articulate the requirements for the position. This section should focus on attributes a candidate must possess at the time of hire. If a skill is preferred but not required, make it clear in this section. For example, you could include a Qualifications section that contains the following sub-headings: (1) Minimum education and/or experience; (2) Specialized training and/ or certifications; (3) Preferred education and/or experience.
Knowledge, Skills & Abilities (KSAs), Competencies	This section is where you can expand on what you need a candidate to bring to the job. Consider more specific skills that may relate to the items you listed in the Essential Duties section. List 3-4 competencies to look for during interviewing: intrinsic traits, as opposed to learned skills; patterns of thinking, feeling, and acting.
Working Conditions	Statements under this section can help a jobseeker understand elements of the work environment and the physical demands of the position.
Salary Range	Inclusion of earning potential ensures there is alignment in expectations from the beginning of the hiring process.
Supervision Structure	Applicants will better understand the level of the position when the supervision structure is clear.
Other Job Information	What other elements do you need to include in your job description template? Your organization may have specific requirements for what to include. (e.g., Job code, Exemption status; Department)
Other Possible Inclusions	Consider where and how you are highlighting details of district values, culture, and uniqueness. The actual Job Posting may differ than the Job Description and is often where districts include or link to artifacts such as, organization description or <a href="#">Portrait of a Graduate</a> , Portrait of an Educator, DEI Statement.