

RONALD V. MCGUCKIN AND ASSOCIATES

Post Office Box 2126

Bristol, Pennsylvania 19007

215-785-3400 215-785-3401 (FAX)

Childproviderlaw.com (website)

Sample Job Description Format

1. **Position:**
2. **Fair Labor Standards Act Wage Classification: (exempt or non-exempt)**
3. **Accountable To: (supervisors)**
4. **Accountable For: (subordinates)**
5. **Purpose/Mission: (position specific based on agency's mission)**
6. **Educational/Experiential Requirements:**
7. **Annual Training Required:**
 - By State: (in hours)
 - By Agency in addition to State required hours: (in hours)
 - Total hours of Training Required per year: (in hours)
8. **Qualifications:**
 - (a) Physical
 - (b) Mental
 - (c) Professional
 - (d) Interpersonal
9. **Job Functions/Responsibilities:**
 - Essential Job Functions:**
 - Educational/Curriculum
 - Management
 - Parent
 - Licensing
 - Social Service Related
 - Meal/Nutrition
 - Health and Safety
 - Playground
 - Janitorial/Maintenance (Classroom, Playground, Grounds, Bathrooms)
 - Non-Essential Job Functions:**
 - Educational/Curriculum
 - Management
 - Parent
 - Licensing
 - Social Service Related
 - Meal/Nutrition
 - Health and Safety
 - Playground
 - Janitorial/Maintenance (Classroom, Playground, Grounds, Bathrooms)

NOTE: Essential Job Functions should be written concisely, accurately, and must be relevant to the job being performed. You can identify the essential job functions by asking if the function requires special training which the employee must possess to do the job; if removal of the task would change the scope of the job so that the job no longer resembles the original job being performed; is the task the main function of the job; is the task required for licensing compliance; and/or are there only a limited number of employees able to perform the task.