

Best Practice: Contents of a Job Description

A teacher Job Description may contain the following information. Compulsory entries are marked with an asterisk *

- Position title and salary grade range*
- Place of work*
- Travel
- Reports to
- Supervises
- Purpose of the job*
- Overall responsibilities
- Core tasks*
- Extra-curricular engagements
- Managerial and supervisory tasks
- Engagement with parents and community
- Specially assigned tasks
- Demands and difficulties of the job
- Knowledge required*
- Skills required*
- Aptitude required*
- Minimum education*

Revision #3

Created Mon, Mar 30, 2020 11:44 AM by [Admin](#)

Updated Mon, Apr 6, 2020 10:46 AM by [Admin](#)