

# 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\*

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