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**Optional Additions and Considerations for 21st CCLC Staff Position Descriptions**

**In Addition to Position Title, consider the following:**

Job Type:

Reports To:

Prepared By:

Job Posted (date):

Function:

In Addition to Duties and Responsibilities, consider the following:

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with district policies and applicable laws. Responsibilities include recruiting and assigning volunteers, addressing complaints, and resolving problems as directed by district administration.

In Addition to Qualifications, consider the following:

**Physical Demands:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Required to talk, hear and listen in conversations and meetings.
* Frequently required to walk, sit, stoop, kneel, crouch and crawl.
* Must regularly lift and/or move objects weighing up to 25 pounds.
* Required vision abilities include close vision, distance vision, color vision, peripheral vision, and depth perception.

**Work Environment:** The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* This position is performed indoors, with occasional exposure to outside weather.
* This position involves working in close proximity to groups of children.
* The noise level is usually moderate and occasionally high.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_may add to, modify, or delete any aspect of this job description, or the job itself, at any time it deems advisable.

**Employee Statement:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any of these essential functions, I will inform the district prior to beginning work.

I have read and understand this job description.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_