

Job Description Sample Template

Position Title: *Enter position title here.*

Position reports to: *Enter the title of the person who the position reports to here.*

Hours of work: *Enter hours of work here*

Pay Range: *Enter position pay range here*

Job Summary:

Enter the job summary here. You will want to explain what the purpose of the job is. It can be short and sweet and is an introduction to the information you will include below. 3-4 sentences are enough.

Core Competencies:

Enter core competencies in bullet form here that are reflective of your programs mission and vision. See the Job Description section in the Recruitment Toolkit for sample core competencies.

Responsibilities:

Enter responsibilities of the role in bullet form here. See the Job Description section in the Recruitment Toolkit for a list of possible responsibilities.

Education and Qualifications:

Enter all of the qualifications that this position requires here. See the Job Description section in the Recruitment Toolkit for a list of some of the possible qualifications required.

Knowledge/Skills and other Requirements:

Enter necessary knowledge and skills for the role in bullet form here. See the Job Description section in the Recruitment Toolkit for ideas.

Dimensions:

Number of Direct Reports: *Enter number of direct reports here*

Number of Indirect Reports: *Enter number of indirect reports here*

Equity, Diversity & Inclusion

Enter childcare centre name here is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process.

Certification/Authorization:

Employee's Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____