

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.13 Provides leadership in the collective bargaining process.	F			Ability: 1. Plan	
1.14 Recruits quality staff.	F			2. Organize	
1.15 Monitors the budget process.	F			3. Delegate	
1.16 Is articulate in all written and oral communications.	E			4. Control	
1.17 Uses time and energy effectively.	E			5. Direct	
1.18 Monitors all legal matters in the school district.	F			6. Manage	
1.19 Facilitates the development of a district-shared mission.	F			7. Allocate	
1.20 Provides direction and purpose for district employees.	F			8. Communicate	
1.21 Assists in the formulation of long- and short-range goals.	F			9. Motive and lead others.	
1.22 Sets priorities for the school district.	F			10. Mediate	
1.23 Provides intellectual stimulation and supports innovation.	E			11. Initiate	
1.24 Keeps the board informed on legislative issues.	E			12. Listen	
				13. Maintain composure.	
				14. Perform under pressure.	
				15. Accept responsibility.	
				16. Make decisions.	
				17. Relate to others.	
				18. Supervise others.	
				19. Utilize technology.	