

WE ARE HIRING!!!

Company Name:

Job Title: _____

Formal position title.

Reports To: _____

The [job title] will report to [positions title or titles this position reports to].

Job Overview

Provide a brief, 4-sentence description of the role, what success in the position looks like, and how it fits into the company or organization overall.

Responsibilities and Duties

Provide a bullet point list of the responsibilities and duties of this job.

Qualifications

Provide a bullet point list of the qualifications that are necessary for someone to fill this position.

Bullet points you may want to include are:

- Education level.

- Experience.

- Specific skills.

- Personal characteristics.

- Certifications.

- Licenses.

- Physical abilities.

Application Process

Please indicate who and/or how the applicant should apply. Include whether a resume should be submitted.

Posting date: _____

(To be completed by LCHS)

(All job opportunities will be posted for a minimum of three weeks. If you would like to have the position posted longer than this you must re-submit a new posting.)

