

**Position Title:** <<Job Profile>>

**FLSA Status:** <<Exemption Status>> **Location:** <<Primary Location>>

**Salary Band:** <<Salary Band>> **Function:** <<Supervisory Organization>> **Compensation:** <<Salary Range>>

**Union:** <<Union; if applicable>> **Reports To:** <<Immediate Supervisors Position>>

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**<<Job Profile>>**   
**Cleveland Metropolitan School District**  
***Cleveland, Ohio***

**CONTEXT AND MISSION**

In 2012, Cleveland voters passed The Cleveland Plan, one of the most aggressive education reform initiatives in the nation. To date, its implementation District wide has allowed for tremendous growth including expanding quality preschool education, increased graduation rates, improved reading and math scores on the national report card, and growing trust among our families and community. In November 2016, voters renewed the levy, and our work will continue. Motivated by The Plan, each other, and our scholars, CMSD envisions excellent schools in every neighborhood, where students will be challenged with a rigorous curriculum, while utilizing the highest quality professional educators, administrators and support staff available. We strive to create an environment that empowers and values staff as talented professionals. Staff members are poised to lay the foundation to ensure that all students in Cleveland have the chance to reach their full potential. The Cleveland is a city and a District on the rise.

**THE OPPORTUNITY**

<<**Delete before writing:** Summarizes the main points of the position, which may include a high level view of the key responsibilities, functions, and duties. This should be in paragraph form, usually one (1) – three (3) paragraphs.>>

**THIS ROLE WILL:**

<<**Delete before writing:** Job duties and responsibilities are the foundation of the job description, conveying the complexity, scope, and level of responsibility of a job. It is important to accurately, concisely, and completely describe the duties and responsibilities of the job. This section should be well written and organized.>>

**QUALIFICATIONS**

<<**Delete before writing:** Identifies the minimum education, knowledge, skills, and abilities (KSAs) and experience necessary for entry into the job.>>

**WORKING CONDITIONS/PHYSICAL DEMANDS**

* Expected moving, walking and standing consistent with an office environment and occasionally lifting up to 15 pounds
* While performing the duties of this job, the employee is regularly required to stand, walk and sit; use hands to finger, handle, or feel; and reach with hands and arms
* The employee is frequently required to talk and/or hear.
* Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus
* While performing the duties of this job, the employee is exposed to a normal office environment
* Local travel may be required for training/meetings

**WHAT WE OFFER**

CMSD offers a competitive salary commensurate with experience. We offer a comprehensive benefits plan, including dental and vision plans, life insurance, flexible spending account options, generous vacation time, professional development, and contributions to the STRS/SERS retirement system. We also offer an inclusive environment where the staff is encouraged to bring their whole selves to work every day.