Conejo Valley Unified School District
HUMAN RESOURCES DEPARMENT / PERSONNEL COMMISSION
1400 E. Janss Road, Thousand Oaks, California 91362-2198
Telephone (805) 497-9511 • FAX (805) 494-3741

EXEMPT POSITION DUTY STATEMENT

INSTRUCTIONS:

- ✓ Please list and describe the duties of the position, including any direct and functional supervision, in order of their importance, beginning with duties that will occupy the largest amount of time first.
- ✓ If the work is project-oriented, provide information about the scope of the project and respective program.
- ✓ In the column at the right, give your best estimate of the percentage of work time spent on the duty listed. Attach additional pages as needed.

POSITION DUTY STATEMENT/ PROJECT LIST	HOURS/WEEK