



Conejo Valley Unified School District

HUMAN RESOURCES DEPARTMENT / PERSONNEL COMMISSION

750 Mitchell Road, Newbury Park, California 91320

Telephone (805) 498-4557

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 |
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