

PROFESSIONAL STAFF POSITION DESCRIPTION

Page ___ of ___

Period Covered by this E7

July 1, 200 ___ to June 30, 200 ___

(Due July 1)

Professional Staff Member: _____

Job Title: _____

Department/Work Area: _____

President or Designee: _____

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3, ...]

President or Designee

Professional Staff Member

Date _____

Date _____