

Job Description Versus Percent of Time Dedicated

Describe your position's major job duties in the first column. List those that take at least two hours per week. Use your job description as a guide. If your job doesn't have an official description, use the major duties you are expected to perform. List them *in order of actual importance or priority*. In the Associated Tasks column, describe a few representative tasks for each major duty. In the last column, indicate the percentage of time based on a typical work week that each major duty requires. Assume a workday is 100 percent.

Consider the following questions and discuss them as a school counselor-administrator team.

- Does the percentage of weekly effort spent on a duty match that duty's priority? Does the highest priority duty get the greatest percentage of time, and does the lowest priority get the smallest percentage of weekly effort?) If not, what might explain this?

- If the duty's priority and the percentage of time don't align, what changes can the team make?

- What are the team implications for the current percentages and a potential change?

Major Duties	Associated Tasks	Percent of Work Week Spent on Duty