### Position Focus

**Name:**

**Position:**

1. **Relationships** (Who is involved?)

 *Responsible to:*

 *Responsible for:*

 *Work closely with:*

 *Informs:*

1. **Responsibilities** (3- 5 key areas of responsibility)

a.

b.

c.

1. **Expectations - Outcomes** (How will we know we have been successful?)

a.

b.

c.

1. **Expectations – Context** (salary, accountability, resources, location, hours, etc.)

a.

b.

c.