

- CERTIFIED PERSONNEL -**Job Vacancy Notice****To:** Superintendent/designee**From:** _____ **Date:** _____**SCHOOL/DEPARTMENT:** _____**CLASSIFICATION OF JOB TO BE POSTED:** _____**CLASS CODE, IF APPLICABLE** _____ **HOURS PER DAY** _____ **DAYS PER YEAR** _____**STARTING DATE:** _____ **RATE OF PAY:** _____**CHECK ONE:** ☐ **FULL-TIME** ☐ **PART-TIME** ☐ **FLEX** ☐ **TEMPORARY****IS THIS A NEW POSITION?** ☐ **YES** ☐ **NO****SOURCE OF FUNDS FOR THIS POSITION:** _____**JOB REQUIREMENTS:** _____

_____**APPLICATION DEADLINE:** _____*(Unless otherwise noted, all certified positions shall be posted for fifteen [15] calendar days.)***ADDITIONAL INFORMATION:** _____
_____*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.***Signature:** _____ **Date:** _____**Finance Officer Signature:** _____ **Date:** _____**Superintendent Signature:** _____ **Date:** _____**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.**

Review/Revised:7/24/2018