

- CLASSIFIED 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 classified positions shall be posted in accordance with policy 03.21.)

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:9/22/2015