

- 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 ANTICIPATED RESIGNATION RECEIVED

JOB REQUIREMENTS: _____

APPLICATION DEADLINE: _____

(Unless otherwise noted, all certified positions shall be posted for thirty [30] calendar days.)

ADDITIONAL INFORMATION: _____

All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.

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:8/16/10