

- 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

**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:** \_\_\_\_\_

**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