



### Request for Posting of Position

Requested By: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Location: \_\_\_\_\_

Title of Position to be Posted: \_\_\_\_\_ Contract Days: \_\_\_\_\_

- Licensed Position       Classified Position       Administrative Position       Contracted Position
- Normal Posting Period       Open Until Filled       Internal Posting Only      Spark Hire Video

Special instructions or requirements for this position:

Replacement of Current Position (Replacing Who? \_\_\_\_\_) Current FTE: \_\_\_\_\_

Are you requesting an FTE increase or decrease to this position?  No  Yes New FTE or Hrs per week \_\_\_\_\_

New Position       Full Time (1.0 FTE 40 hrs/week)       Part Time – FTE or Hrs per week: \_\_\_\_\_

**Funding Source:**

- Ongoing M&O       Title I       PCEF
- Special Ed       Title II       Other: \_\_\_\_\_
- Land Trust       Title III (ESL)

**District Office Use Only**

Human Resources Approval: \_\_\_\_\_ Date

\_\_\_\_\_  
Randy Upton, Business Administrator      Date

\_\_\_\_\_  
Teaching And Learning      Date

\_\_\_\_\_  
Student Services      Date

\_\_\_\_\_  
Todd Klarich, Director Community Ed      Date

\_\_\_\_\_  
Jill Gildea, Ed.D. Superintendent      Date

\_\_\_\_\_  
Other Program Director (Program Source)      Date

\_\_\_\_\_  
Todd Hansen, Bldg and Grounds      Date

\_\_\_\_\_  
Abby McNulty, PCEF      Date

Position Lane: \_\_\_\_\_ Salary Range: \_\_\_\_\_ Account Code: \_\_\_\_\_