



REQUEST TO POST POSITION

Date: _____

To: Human Resources Department

From: _____ **Title:** _____

Replacement _____
(Name of current employee)

New Position – Superintendent Approved (Date): _____

New Position – Treasurer Approved (Date): _____

Funding Source: General Fund Grant Other

Position: _____ **Location:** _____

Does a Job Description exist for this position? Yes _____ No _____

Posting Start Date: _____ **Posting End Date:** _____

Overview: _____

Essential Job Functions: _____

Minimum Qualifications: _____

Preferred Qualifications: _____

Required Credentials (if applicable): _____

Hiring Manager(s): _____

Approved by Assistant Sup. of HR & Operations: _____ Date: _____