

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 401.11P Adopted June 1988 Revised September 2016

Title Recommendation for Evaluation of New or Changed Position

**To: Director of Human Resources**

The undersigned supervisor acknowledges creation of a new position or significant changes in the qualifications and/or specific responsibilities of an existing position, and recommends that this new or significantly changed position warrants review by the appropriate district Position Evaluation Committee specified in section 4 of Administrative Regulation 401.11AR. The proposed position description and the previous position description (if any) are attached.

**Proposed title of position to be evaluated** \_\_\_\_\_

**Current title(s) of position (if different)** \_\_\_\_\_

**This is a:**       new position                       significantly changed, existing position

**Please provide details and complete responses to the following questions.**

Date new position or significant changes in qualifications and/or specific responsibilities are to be implemented: \_\_\_\_\_

If this is a changed position, what are the significant changes in qualifications or specific responsibilities required which you believe affect the evaluation of the position? \_\_\_\_\_

\_\_\_\_\_

What is the minimum level of formal education or specialized or technical training required to qualify for the position? \_\_\_\_\_

\_\_\_\_\_

What is the minimum amount, if any, of relevant prior job experience needed to qualify for the position? \_\_\_\_\_

\_\_\_\_\_

To what position does this position report? \_\_\_\_\_

**Scope of the position is best described as:**

- Responsible for own work performance
- Responsible for own performance and performance of (no.) \_\_\_\_\_ supervisory or professional subordinates and (no.) \_\_\_\_\_ other subordinates

**Approved for review by** \_\_\_\_\_ **Date** \_\_\_\_\_  
(supervisor's signature)

\_\_\_\_\_ **Date** \_\_\_\_\_  
(principal's signature)

\_\_\_\_\_ **Date** \_\_\_\_\_  
(director's signature)