

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

Series Number 402.2.1P Adopted November 1983 Revised _____

Title Classified Personnel Selection and Assignment

To: Director of Human Resources

From: _____ School _____

Date: _____

Subject: Instructional Vacancy _____

Classified Vacancy _____ (Please Check One)

1. Title Of Position: _____

Is this a newly allocated position? Yes _____ No _____

If yes, by whose authorization? _____

2. Replacement for: _____

Reason for vacancy: _____

3. Type of posting desired: Natural _____ Regional _____ State _____
Indistrict _____

4. Any unusual qualifications desired? Yes _____ No _____

If yes, what? _____

5. Any unusual responsibilities entailed? Yes _____ No _____

6. If yes, what? _____

7. Wages recommended (Lane, Step, etc.): _____

8. Effective date of employment: _____

9. Number of hours per day? _____

If a classified position, is it: 10-month _____ 12-month _____ Other _____

If other, explain: _____

10. Additional request, please list below:

Date
Procedures/402.2.1P

Principal's Signature