



## Vacancy Request Process

**The Vacancy Request Process is implemented when a vacant position must be created in Aesop in order for a substitute to be assigned to fill the position.**

- Campus Administration notifies Human Resources of the Vacancy Request via completion of the Vacancy Request Form located in the Administrative Handbook Section 24.
- Completed request forms **must** include:
  1. Campus name and date of the request
  2. Reason for the request
  3. Name of the employee the vacancy is being created for
  4. Position type of them of the employee (teacher, paraprofessional, other)
  5. Employee title
  6. Start and end date for the vacancy
  7. Campus/department budget code for vacancy
  8. Special notes regarding the vacancy (optional)
  9. Principal approval
- Vacancies for coverage of existing staff are approved by Kate Williams
- Vacancies for coverage of growth positions are approved by Jennifer Stoecker
- Approved vacancies are created and entered into Aesop by the campus navigator
- Revisions to vacancies must be approved in HR

## Vacancies Funded by Special Education

- Approved vacancies are submitted to Human Resources by Lesa Shocklee, Director of Special Education
- Approved vacancy is created and entered into Aesop by the SpEd department navigator
- The vacancy approval form with the SpEd Budget Code

### **\*Note: LONG TERM VACANCY REQUESTS FOR SPECIAL EDUCATION**

- A **Job Description** and **Sole Certification** will be sent to the campus by the Special Education Department for both the substitute and principal signature
- Both signed forms must be returned to the Special Education Department
- Campus navigator assigns substitute to vacant position and enters the provided SpEd budget code