

**- CERTIFIED PERSONNEL -**

**Job Vacancy Notice**

**To:** Superintendent/designee

**From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**Classification of Job to be posted:** \_\_\_\_\_

**Class Code, if applicable** \_\_\_\_\_ **Hours per day** \_\_\_\_\_ **Days per year** \_\_\_\_\_

**Starting Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Check One:**     Full-time     Part-time     Flex     Temporary

**Is this a new position?**  Yes     No    **Replacement for:** \_\_\_\_\_

**Job Requirements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application Deadline:** \_\_\_\_\_

*(Unless otherwise noted, all certified positions shall be posted for thirty [30] calendar days)*

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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