

**- CLASSIFIED 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 (See attached job description):** \_\_\_\_\_

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

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

*(Unless otherwise noted, all classified positions shall be posted in accordance with policy 3.21)*

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

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

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

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

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, disability, or genetic information in employment, educational programs or activities.**

Review/Revised: 11/18/10