Office Use Only: Job Req # _____

PARK CITY SCHOOL DISTRICT

# Request for Posting of Position

Requested By: _____ Today's Date:_____Location: _____

Title of Position to be Posted: _____ Contract Days: _____

☐ Licensed Position ☐ Classified Position ☐ Administrative Position ☐ Contracted Position

☐ Normal Posting Period ☐ Open Until Filled ☐ Internal Posting Only ☐ Spark Hire Video

Special instructions or requirements for this position:

☐ Replacement of Current Position **(Replacing Who?** _____**) Current FTE:** _____

Are you requesting an FTE increase or decrease to this position? ☐ No ☐ Yes New FTE or Hrs per week _____

☐ New Position ☐ Full Time (1.0 FTE 40 hrs/week) ☐ Part Time – FTE or Hrs per week: _____

**Funding Source:**

☐ Ongoing M&O ☐ Title I ☐ PCEF

☐ Special Ed ☐ Title II ☐ Other: _____

☐ Land Trust ☐ Title III (ESL)

*District Office Use Only*

Human Resources Approval:_____

Date

_____

Randy Upton, Business Administrator Date

_____

Teaching And Learning Date

_____

Student Services Date

_____

Todd Klarich, Director Community Ed Date

_____

Jill Gildea, Ed.D. Superintendent Date

_____

Other Program Director (Program Source) Date

_____

Todd Hansen, Bldg and Grounds Date

Position Lane: _____ Salary Range: _____ Account Code: _____