

# SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

## Human Resources Department POSITION REQUISITION FORM

### Adding Units/Change in Position

(COMPLETE PARTS A AND B BELOW AND SUBMIT TO HUMAN RESOURCES DEPARTMENT)

**PART A**  
**(CHECK APPLICABLE BOXES AND PROVIDE INFORMATION REQUESTED FOR ADDITIONAL UNIT)**

Campus/Department: \_\_\_\_\_

- Job Category:  Teacher     Professional/Administrative     Paraprofessional/Clerical     Auxiliary/Police
- Temporary    Beginning date: \_\_\_\_\_    Ending date: \_\_\_\_\_
- Part-Time     Full-Time     Substitute     Existing
- Job Title (Indicate Grade Level and Teaching Field, if requesting a teaching position.) \_\_\_\_\_
- Pay Grade (If applicable)    AP \_\_\_\_\_    CT \_\_\_\_\_    IS/CI \_\_\_\_\_    AUX/PO \_\_\_\_\_
- Position within District ratio/formula:    YES     NO     Specify Student Ratio:

TEACHING UNITS ONLY: Total number of students currently enrolled \_\_\_\_\_

NEW (Written justification for NEW POSITION)

CHANGE IN POSITON (Ex: Days/Pay Grade)

**Complete Budget Information for position requested:**

Budget Information    REG.     ST COMP.     SP. ED.     BIL     VOC.     TITLE I     OTHER (Specify)

**BUDGET ACCOUNT NO.** Include all budget account numbers and percent of funding below:

		%
		%
		%

**PART B**  
**APPROVAL FOR ALL EXISTING AND NEW POSITIONS**

\_\_\_\_\_  
Signature of Requesting Principal/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Officer, Chief Academic Officer for Specified Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director, Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent of Schools

\_\_\_\_\_  
Date

**\*\*If you are changing a budget code, please send this directly to the Accounting Department along with your budget amendment\*\***