



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
5622 Ray Ellison Boulevard
San Antonio, Texas 78242-2214
Telephone (210) 9777040 Fax (210) 977-7017

JP # _____

REQUEST FOR ADVERTISEMENT

(Please check one) Full-Time Part-Time {Number of days/months to be advertised _____}

Certified Position Administrative Position Classified Position Instructional Aide Position
 (Minimum 10 days) (Minimum 5 days) (Minimum 5 days) (Minimum 10 days)

Start Date: _____ End Date: _____

Funding Source: _____

Campus/Department: _____

Position: _____

REASON: Replacement for: _____

Promotion/Transfer Resignation/Retirement Termination/Job Abandonment

Other: _____ Effective Date: _____

Comments: _____

Requested by: _____
 Campus Principal/Director/Ex. Director Date

Approved by: _____
 Director of Human Resources Date

For Human Resources Use Only	
Position Number: _____	Lane Code: _____
Work Days: _____	
Specialist: _____ (initials)	Date: _____
Salary Range: _____ (Post on TASA, TASBO, or TCOLE Website)	