O'FALLON DISTRICT #90 PERSONNEL TRANSACTION FORM

The following position is vacant or anticipated to become a vacancy. The position needs a person who meets the following profile:

Part I: Origination of Personnel Need

1. This is a replacement for: _____ 2. This is a new position: _____

3. Job Title: _____ 4. Start Date: _____

5. Employee will be paid on:
- ☐ Teacher Compensation
- ☐ Extended Year Per Diem
- ☐ Non-Certified Wage
- ☐ Extra Duty Assignment
- ☐ Additional Compensation
- ☐ IS THIS POSITION GRANT FUNDED?

6. Certification needed, special skills/background or restrictions:

_____

_____

_____ _____ _____ _____

Supervisor Date Approved by Superintendent Date

Part II: Posting – District Office

POST: Internal ☐ External ☐ Both ☐ Date Posted: _____

Part III: Interview and Recommendation

Number of Candidates Considered: _____

We recommend the employment of: _____ for the following reason(s): _____

Verification of Documentation

Transcripts: ☐ License: ☐

Required Questions Attached: ☐ Reference Check Form(s) Attached: ☐ Set of Interview Questions Attached: ☐

Interview Team (If Appropriate): _____

Part IV: District Office Approval

Placement on: Teacher Salary ☐ Extra Duty Schedule ☐ Step: _____ Column: _____
Additional Compensation Schedule ☐ Non-Certified ☐ Salary: _____

If the person is to be hired for Extra Duty or Additional Compensation, are they currently employed by the District on Teacher Salary Schedule? Yes ☐ No ☐

_____ _____ _____

Supervisor Date Personnel Coordinator Approved by Superintendent Date