

Monroe Township Public Schools

POSTING REQUEST – All Positions



To: Superintendent of Schools	Date:
From:	Location:
Send Letters/Resumes to:	Post Externally on Applitrack? ☐ Yes ☐ No

STAFF POSITION TO BE FILLED:

☐ Position:	Percentage (if applicable):	
	Total # of Hours/Day:	
☐ General Education Paraprofessional:	Total # of Hours/Day:	
☐ Lunch Hours:	☐ Classroom Hours:	
☐ Kindergarten Hours:		
☐ Special Education Paraprofessional:	Total # of Hours/Day:	
☐ PSD Hours:	☐ ICS/RC Hours:	
☐ Autistic Hours:	☐ LLD Hours:	
☐ Bus Hours:	☐ MD Hours:	
Date(s) Needed:	From:	To:
Reason for Vacancy – Check below		
☐ New Position	☐ Leave	☐ Resignation/Retirement
☐ Transfer	☐ Non-Renewal/RIF	
Name of Staff Replaced:		
Is this position included in your budget? ☐ Yes ☐ No		Business Office Verification:
Justification Statement:		
Administrator Signature: _____		Date: _____
Central Office Use Only		
Position Salary:		
HR Director Signature: _____		Date: _____
Superintendent Signature: _____		Date: _____

***Incomplete forms will not be processed**

Form Updated 6/25