



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 - Amy Jenkins Date

Student Services - Dr. Carolyn Synan Date

Todd Klarich, Director Community Ed Date

Lyndsay Huntsman, Superintendent Date

Other Program Director (Program Source) Date

Todd Hansen, Bldg and Grounds Date

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