Work Flow Chart
Recommending Supervisor
Department Head
Comptroller/CFO
Director of HR
Chief HR Officer-CHRO
Superintendent
Copies to Comptroller/CFO

DARLINGTON COUNTY SCHOOL DISTRICT
POSITION REQUEST FORM

Location								
CHECK ONE:	Administrative		Teacher		Teacher Assistant		Other	

Name of the job description we are to use in formulating the posting. For example: Parent liaison, "use teaching assistant" or for Lab Manager, "use Computer Laboratory Assistant." **If no job description exists in the Job Description File/Manual, please write one and attach it.**

(Please select and enter appropriate request and enter name of position)

NEW:			
TRANSFER FROM:		Name of Person currently in position	
TRANSFER TO:		Name of Person currently in position	
DELETE:		Name of Person currently in position	
Number of Position Days:			
Requested Starting Date:			
Account #		**FTE**	
Account #		**FTE**	
Account #		**FTE**	
Reason for Position:			

Recommending Director/Principal Signature		**DATE:**	
Executive Director, Chief, or Assistant Superintendent Signature		**DATE:**	
Comptroller/CFO Signature		**DATE:**	

Fund Description:			
Salary Schedule:		PCS/BEDS Code:	
Impact on Fund:	**Salary $**	**Fringe $**	
	Total $		
Director of Human Resources Signature		**DATE:**	
Chief Human Resources Officer-CHRO Signature		**DATE:**	
Superintendent Signature		**DATE:**	

Revised 4/20/2026

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Return on Investments Analysis
Fiscal Year 20_____

Program Name	
Program Manager	

1. Summary of services—brief description of the program, its goals, and objectives, and targeted audience.

2. Expected results.

3. Means of measurement.

4. Impact on district if program was not in existence.

5. Allocation of resources—financial and human capital.

6. Actual results.

7. Recommendation for continuation, restructure or discontinuation.