

- CLASSIFIED PERSONNEL -

**Job Vacancy Notice**

To: Superintendent/designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL/DEPARTMENT: \_\_\_\_\_

CLASSIFICATION OF JOB TO BE POSTED: \_\_\_\_\_

CLASS CODE, IF APPLICABLE \_\_\_\_\_ HOURS PER DAY \_\_\_\_\_ DAYS PER YEAR \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

CHECK ONE:  FULL-TIME  PART-TIME  FLEX  TEMPORARY

IS THIS A NEW POSITION?  YES  NO

JOB REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICATION DEADLINE: \_\_\_\_\_

*(Unless otherwise noted, all classified positions shall be posted in accordance with policy 03.21.)*

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*All requests for job vacancy postings must be submitted in writing on this form to the Superintendent/designee.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, sex, genetic information, or disability in employment, educational programs or activities.**