

Notification of Vacant Position

Position Title: _____

Agency Center: _____

Contract Work Days / FTE: _____

Region / Program Assignment: _____

Projected Hiring Date: _____

Recommendation on how the position should be filled: (please check one)

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Direct Hire | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Added Days | <input type="checkbox"/> Temporary Help |
| <input type="checkbox"/> Other _____ | |

Recommendation on how the position should be advertised: (please check all that apply)

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Internally | <input type="checkbox"/> Regionally |
| <input type="checkbox"/> Locally | <input type="checkbox"/> Nationally |

Please indicate one of the following if the position is to be advertised externally:

- An ad is attached for use in advertising the position.
- Request Human Resources pull a sample advertisement for this position and forward it. An ad will then be written and submitted for HR use.

This vacancy is being posted for the following reason(s): (Please check all that apply.)

- To replace employee who is retiring, resigning or on leave (Name: _____)
- To replace employee who has moved to a different job category (Name: _____)
- To align existing employee(s) in a job category to meet identified Agency needs/ priorities/initiatives and/or more accurately reflect current duties/responsibilities.
- Additional FTE is needed to meet legal requirements (IEPs, student/teacher ratios, etc).
- Additional FTE or creation of new job category has been identified to meet Agency needs/priorities/initiatives.
- Other: _____

Additional FTE to be funded by (Please check): Region budget Grant District Monies Other

Any special considerations that should be noted relative to the position.

RA/Supervisor Date

Director of Teaching/Learning Date

Director of Teaching/Learning Date

Exec. Director Teaching/Learning Date

Associate Chief Admin/Exec Dir SpEd Date

cc: ACA/EDSE
Human Resources
Business Office
Facilities/Technology

Chief Administrator
(initial)