

POSITION ADVERTISING REQUEST

KONOCTI UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

(Advertisement Requests must be submitted by Wednesday to meet Friday Postings)

New Position

Replacement for:

Type of Position: _____ Hrs./Day

(please mark all that apply)

Position Title:

Site:

Work Schedule: _____ Hours per day: _____ to _____

_____ Hours per day: _____ to _____

Work year: 12-month 11-month 10-month 190-day School Year

Administrator Calendar Other _____

Desired Start Date: _____ **Application Deadline:** _____ **Interviews Held:** _____

Specific Qualifications: _____

Requirements/Attachments: Resume Letter of Introduction
 References: 1 2 3 4

Length of Advertisement: 5 days 10 days In-House Only

Advertisement: Edjoin Record Bee Other _____

Special Advertising Requests: _____

Site Funded: Budget Code _____

Site Council Approval Date: _____
(Attach copy of site council minutes)

Special Education: 1:1
 Main Stream

Site Administrator/Director: _____ Date: _____

APPROVAL/PROCESSING (For District Office Use Only):

Business Manager: _____ Date: _____

Human Resources: _____ Date: _____

Salary Placement: Step: _____ Range: _____ Position #: _____

For use by Human Resources:

Announcement Date: _____ Posted on Edjoin: _____ Advertising Completed: _____
Sent to Site Administrators & Support Staff: _____