

# 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: \_\_\_\_\_

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## APPROVAL/PROCESSING *(For District Office Use Only):*

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Salary Placement: Step: \_\_\_\_\_ Range: \_\_\_\_\_ Position #: \_\_\_\_\_

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## For use by Human Resources:

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