

**OXFORD PUBLIC SCHOOLS**

**REQUEST FOR JOB POSTING**

*The purpose of this form is to ensure that position availability and budgetary authority exist, and all contract obligations are followed prior to advertising a position. Hiring Managers/Administrators must complete and sign this form then forward it to the Superintendent's Office for required approvals.*

**Date Submitted:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_  
*Administrator/Hiring Manager Name Title*

\*\*\*\*\*

**Position to be Posted:** \_\_\_\_\_

**Building/Department:** Central Office  Chaffee  Barton  OMS  OHS   
COFFEE  Student Services  Educare

**Position Status:** Existing Position  NEW Position

**If Existing Position, reason for posting:** Resignation  Retirement  Leave  Termination

**If Existing Position, employee being replaced:** \_\_\_\_\_

**If NEW Position, why is position necessary?** \_\_\_\_\_

**Position Status:** Full-time  Part-time  Long-term Sub  Temporary  Summer

**Anticipated Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
*(if applicable, i.e. long-term sub, summer)*

**Days/Hours to be worked:** \_\_\_\_\_

\_\_\_\_\_  
Administrator/Hiring Manager

**APPROVALS REQUIRED**

**Position Budgeted:** Yes \_\_\_ No \_\_\_ **Grant Position:** Yes \_\_\_ No \_\_\_

**Funding:** Acct. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ %

Acct. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_ %

\_\_\_\_\_, School Business Administrator

\_\_\_\_\_, Superintendent of Schools

|                                |       |
|--------------------------------|-------|
| <b><u>Position Posting</u></b> |       |
| Posted by:                     | _____ |
| Posted on:                     | _____ |
| Expires:                       | _____ |
| Filled:                        | _____ |
| Other:                         | _____ |