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*

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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

Position Posting

Posted by: _____
Posted on: _____
Expires: _____
Filled: _____
Other: _____