

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 Location/Department:

Central Office Chaffee Barton OMS OHS COFFEE Student Services

Start Date: _____ **End Date:** _____
(if applicable for Leave/Long-term Sub)

Position: Existing Position NEW Position

If Existing, reason for posting: Resignation Retirement Leave Termination

If Existing, employee being replaced: _____

Position Status: Full-time Part-time Long-term Sub

If part-time, what days/hours to be worked: _____

Administrator/Hiring Manager

APPROVALS REQUIRED

Position Budgeted: Yes____ No____ **Grant Position:** Yes____ No____

Funding: Acct. # _____ - _____ - _____ / _____ %

Acct. # _____ - _____ - _____ / _____ %

_____, Senior Acct./Business Manager

_____, Superintendent of Schools

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