

**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 being followed prior to advertising a position. A Hiring Manager/Administrator seeking to fill a position 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: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(if applicable)

**Position:** \_\_\_\_\_ Existing Position\* \_\_\_\_\_ NEW Position

**\*If Existing, Reason for Posting:** Resignation\_\_\_\_ Retirement\_\_\_\_ Leave\_\_\_\_ Termination\_\_\_\_

**Position Status:**

Full-time\_\_\_\_ Part-time\_\_\_\_ Long-term Sub\_\_\_\_

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

**APPROVALS REQUIRED**

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

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

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

\_\_\_\_\_, Senior Acct./Business Manager

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

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