

PROFESSIONAL STAFF RECRUITING AND HIRING
(Job Vacancy Notice)

To: Superintendent/Designee

From: _____ Date: _____

School/Department: _____

Classification of Job to Be Posted: _____

Hours Per Day: _____ Days Per Year: _____

Starting Date: _____ Rate of Pay: _____

Check one: Full-Time Part-Time Flex Temporary

Is this a new position? Yes No

Job Requirements: _____

Application Deadline: _____

(Unless otherwise noted, all certified positions shall be posted for 30 calendar days.)

Additional Information

(All requests for job vacancy postings must be submitted in writing on this form to the superintendent/designee.)

Signature: _____ Date: _____

The Board of Education does not discriminate on the basis of race, color, national origin, ancestry, age, genetic information, religion, marital status, pregnancy, sex, exercise of FMLA rights or disability in employment, educational programs or activities as set forth in policy AC.

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FILE: GCD-AF1
Critical

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 11/20/2000

Revised: 5/14/2012

Clinton School District, Clinton, Missouri