Olympia School District

Request for Job Posting

Position Information

✓ BUDGET YEAR: ________________________ Location: ________________________
✓ Assignment: ________________________
✓ POSTING TYPE
  ☐ Open to current employees (in-district posting)  ☐ Open to all applicants (in-district and Personnel Co-op posting)
✓ POSITION CLASSIFICATION
  ☐ Certificated  ☐ Classified  ☐ Administrative  ☐ Coach  ☐ Substitute  ☐ Other: ________________________
✓ REASON FOR REQUEST
  ☐ Resignation  ☐ Change in Assignment or Transfer (for another employee)
  ☐ Retirement  ☐ Change in Contract (for another employee)
  ☐ Leave of Absence  ☐ Long-Term Substitute/Temporary Position
  ☐ New Budgeted Position  ☐ Other – Explain ________________________

EMPLOYMENT/CONTRACT TYPE

☐ Continuing  ☐ Temporary/Leave Replacement  ☐ Supplemental  ☐ Coaching  ☐ Other: ________________________
If continuing, name of person formerly in this position: ________________________
If long-term substitute, temporary, leave replacement, or change for another employee, name of employee: ________________________

BUDGET CODE(S) FOR VACANT POSITION (Must be completed by requesting administrator)

Budget Code: ________________________ Hours / F.T.E.: ________
Budget Code: ________________________ Hours / F.T.E.: ________
Budget Code: ________________________ Hours / F.T.E.: ________

Position Posting Information

1. List any special qualifications, knowledge, skills or abilities, and posting or recruitment requirements you would like considered for inclusion in the position announcement (include an additional sheet if needed):

Position Authorization

To be completed by Personnel, after approval:

☐ Position Must be Posted  ☐ Not Required to Post  Closing Date: ________________  JOB FILE # ________
☐ Post Olympia School District Only (Open to current employees only)
☐ Post Other: (Personnel Co-op) Dates: ________________ Finance Supervisor Initials: ________________
☐ Salary: ________________

Program Director (If Applicable) ________________________ Date
Assistant Superintendent for Finance ________________________ Date

Building Administrator ________________________ Date
Director of Personnel ________________________ Date

Distribution: Original – Personnel Office (Requesting Administrator – please keep a copy of request being submitted)