



## REQUEST TO POST

(To replace or create a new position)

To: Human Resources

Position: **Certificated** -- FTE \_\_\_\_\_

Position: \_\_\_\_\_

**Classified** -- Hours per day \_\_\_\_\_

Location: \_\_\_\_\_

Continuing       Temporary

Start Date: \_\_\_\_\_

New Position

Rationale for new position: \_\_\_\_\_

Existing position

Staff Member to be replaced: \_\_\_\_\_

\*If Position is a Leave replacement, please note starting & ending dates: \_\_\_\_\_

Notes: \_\_\_\_\_

Posting Requirements:

Where:  LCDS Website  
 Facebook  
 Indeed  
 La Conner Weekly (class only)  
 Other \_\_\_\_\_

How Long:  Until Filled       Minimum Days Required

Audience:  In District Only       All Interested Applicants

Requested: \_\_\_\_\_

Date: \_\_\_\_\_

*Administrator*

**All Positions require Cabinet approval.** Submitted Requests will be reviewed at weekly cabinet meetings for approval.

Superintendent Approval : \_\_\_\_\_

Date: \_\_\_\_\_

Budget Code: \_\_\_\_\_

HR ONLY: Job Posting # \_\_\_\_\_ Hours Per day: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Job Description# \_\_\_\_\_ FTE: \_\_\_\_\_ Closing Date: \_\_\_\_\_