

CERTIFICATED POSITION REQUEST

Position Information

Request for: New Replacement Change Position Type: Reg. Certificated Mgmt/Administrative
Position #: _____ Position Title: _____
Categorical: Yes No Short Term Contract (Alt Ed. Only): Yes No
Dept/Program: _____ Place of Assignment: _____
Classroom Type: _____ Grade Level: _____ Hrs/Day: _____ Days/Wk: _____
Beginning: _____ Ending: _____

Work Schedule (check one):	<input type="checkbox"/> 185 days / 7 hrs	<input type="checkbox"/> 185 days / 7.5 hrs (Spec Ed)
<input type="checkbox"/> 182 days / 8 hrs (Child Dev)	<input type="checkbox"/> 205 days / 8 hrs	<input type="checkbox"/> 210 days / 8 hrs (Curriculum or Mgmt)
<input type="checkbox"/> 215 days / 7 hrs (Alt Ed)	<input type="checkbox"/> 215 days / 8 hrs (Spec Ed)	<input type="checkbox"/> 220 days / 8 hrs (Mgmt)
<input type="checkbox"/> 224 days / 8 hrs (Migrant or Mgmt)	<input type="checkbox"/> 230 days / 7 hrs (Alt Ed)	<input type="checkbox"/> 230 days / 8 hrs (Child Dev or Mgmt)

Funding Source:

Position funded in current budget
 Budget Transfer from: _____
 Using funds from another position. Position number to be closed: _____
 New Revenue (source and amount): _____

If from additional ADA, the new total ADA for the program will be: _____

If grant funded, has the grant budget been approved and recorded in the Budget Department? Yes No

Budget Account(s)/Percentages:

_____%: _____
_____%: _____
_____%: _____

Comments/Additional Information:

Preliminary Salary Information (Completed by HR)

Salary Schedule #: _____ Annual salary (Max/Min): _____
Cabinet Approval date: _____ Date posted on KCSOS/EDJoin websites: _____

REQUIRED SIGNATURES: To be obtained in order listed.

Program Director: _____	Date: _____			
Administrator: _____	Date: _____			
H/R Administrator: _____	Date: _____			
Is this appointment covered by the current budget? ___Yes ___No				
Budget Review: _____	Date: _____			
CBO: _____	Date: _____			
Assoc/Asst. Superintendent: _____	Date: _____			
Timekeeper	Payroll	Retirement	Personnel File	Program/Department