Jordan School District Human Resources

POSITION ADVERTISEMENT - LICENSED

Please complete the information listed below pertaining to any openings you have in your school. Advertise only for positions that are additional to your school or for which you have received a resignation. Please attach a copy of the letter of resignation to this position advertisement, and remind the employee that he or she must also give written notice to the Department of Human Resources. Send the Position Advertisement to the Department of Human Resources as soon as a position becomes available.

Date position will become available:_____ School:_____

Position Available:_____ FTE: ☐ Full-time ☐ Part-time ☐ Other___

Grade:_____ Track: ☐ A ☐ B ☐ C ☐ D

Funding Source: ☐ 0050 ☐ Other_____

Required Licensure: ☐ ECE ☐ Secondary

☐ Special Ed ☐ Elementary

☐ CTE ☐ Other_____

Endorsement(s) Required (Math III, Bio., Sci., Mild/Moderate, ECE, G/T, etc.)

_____

Specific needs and requirements regarding position:

_____

_____

_____

Other information pertinent to the position:

_____

_____

Would you like this position advertised in the Salt Lake Tribune/Deseret News? ☐ Yes ☐ No

Your signature below indicates that you agree to pay for this advertisement from your school/department budget. Please indicate the account code to be used for this advertisement.

FUND	LOCATION	YEAR	PROGRAM	FUNCTION	OBJECT	FTE	AMOUNT

☐ New Position ☐ Existing Position

Replaces:_____ Reason:_____

_____ _____

Principal Signature Date

HR Use Only

Posting Date:_____

Closing Date:_____

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