Jordan School District
POSITION ADVERTISEMENT – CLASSIFIED

Please complete the information listed below pertaining to position openings you have in your school/department. Submit this form to the Department of Human Resources as soon as possible so the position can be advertised throughout the District. Please be specific in your response. ***Only full-time positions will be posted on the District Web site unless there are extenuating circumstances.***

Title of position available: _____

Location: _____

☐ New position (prior approval required)

☐ Existing position Date position is available: _____

Replacing: _____ Reason: _____
Employee name

Salary Lane: _____ Contract days: _____ Hours per day: _____

Specific needs and requirements regarding position (e.g. qualifications and tasks):

_____

_____

_____

Other information pertinent to the position:

_____

_____

_____

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

If yes, your signature below indicates that you agree to pay for this advertisement from your department budget. Please indicate which BGL number should be used for this advertisement.

___ _____ __ _____ _____ _____

_____ _____
Principal/Director Signature Date

Advertise only for positions that are **additional to your school /department or positions for which you have received a resignation.** Send the Position Advertisement as soon as the position becomes available. Job descriptions are available upon request by calling Human Resources.