

## POSITION ADVERTISEMENT – LICENSED

Position Advertisements will be posted when 1) the position is new to your school/location or 2) an Online Resignation has been submitted by the employee, or 3) a Principal/Director Notice of Resignation form has been submitted. Send this form to HR via e-mail: [newhire@jordandistrict.org](mailto:newhire@jordandistrict.org).

<input type="checkbox"/> <b>New Position</b> *All new district positions require signature from Superintendent or Deputy Superintendent or his/her designee.	
<b>*Superintendent/Deputy Superintendent:</b> _____ <b>Date:</b> _____	
<input type="checkbox"/> Enrollment Growth	
<input type="checkbox"/> Existing Position: Replaces: _____	Reason: <input type="checkbox"/> Resignation(date)_____
	<input type="checkbox"/> Transfer
	<input type="checkbox"/> Non-Renewal
	<input type="checkbox"/> Other: _____
Is this a temporary or year-to-year contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Position Available/Job Title:</b> _____	
<b>School/Location:</b> _____	<b>Position Start Date:</b> <input type="checkbox"/> Immediately
	<input type="checkbox"/> Upcoming School Year
	<input type="checkbox"/> On (date)_____
<b>FTE:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other: _____	
<b>Funding Source:</b> <input type="checkbox"/> 0050 <input type="checkbox"/> Title 1 <input type="checkbox"/> Other: _____	
<b>Grade(s):</b> _____	<b>Track:</b> <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> Extended
<b>Subject:</b> _____	<input type="checkbox"/> Dual Language
<b>Required licensure:</b> <input type="checkbox"/> Secondary <input type="checkbox"/> Elementary <input type="checkbox"/> CTE <input type="checkbox"/> Special Ed. <input type="checkbox"/> ECE <input type="checkbox"/> Other _____	

**Endorsement(s) required:** (Math III, Bio., Sci., Mild/Moderate, ECE, G/T, Etc.)

**Specific needs/ requirements regarding the position:**

**Other information pertinent to the position:**

Would you like this position advertised? (Newspaper(s), Monster.com, etc.)  Yes  No

Please indicate the account code from your location to be used for this advertisement. Approximately \$325

FUND	LOCATION	YEAR	PROGRAM	FUNCTION	OBJECT	FTE	AMOUNT

**Principal/Director Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Typing your name above will serve as your electronic signature approving the posting of this position.

HR USE ONLY	
Rec'd on:	Resignation Verification
Posting Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Posted By:	Current Job Description
Closing Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No