

POSTING Request Form

DATE: _____

To: Mary Ellen Leimer, Assistant Superintendent, Human Resources **OR**
Pamela Peterson, Director, Human Resources

From: _____

SEND RESPONSES TO: _____

Request a posting for a: _____

To replace? _____
Name

Is this a newly created position? Y/N _____

Preferred Start Date: _____

Teaching Assistants-(Special Ed classrooms only or 1:1 positions):

To be assigned to: _____
(Please list student's initials or teacher name)

For HR Office Use Only

Approved by: _____

Posting #: _____