



# 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. 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: \_\_\_\_\_ Grade: \_\_\_\_\_

FTE:  Full-Time  Part-Time \_\_\_\_\_  Hourly \_\_\_\_\_

Funding Source:  0050  Other \_\_\_\_\_

Required Licensure:  ECE  Secondary  Special Ed  
 Elementary  CTE

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: \_\_\_\_\_

\_\_\_\_\_

New Position

Existing Position Replaces: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date