



# REQUEST FOR POSITION ADVERTISEMENT

Kankakee School District 111  
Department of Human Resources

Request Date: \_\_\_\_\_

School/Department Location: \_\_\_\_\_

Position Title: \_\_\_\_\_ Grade/Concentration: \_\_\_\_\_

FTE Assignment (check one):  Full-time  Part-time

Contract Year (check one):  9-month  10-month  11-month  12-month

Certification/Endorsement Requirements: \_\_\_\_\_

Vacancy Status (check one):  Anticipated Vacancy  Current Vacancy  New Position\* Replacing: \_\_\_\_\_  
*(former/vacated employee name)*

### New Position Justification\*:

List specific reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*If New Position Requiring New Job Description, please forward specific duties and responsibilities to HR**

Funding Source: \_\_\_\_\_

Expected Hire Date: \_\_\_\_\_

Principal/Department Head Signature

Date

### For Human Resources Only

- \_\_\_\_\_ Justification Approved
- \_\_\_\_\_ Funding Source Approved
- \_\_\_\_\_ Date of Board Meeting Scheduled for Approval
- \_\_\_\_\_ Exempt \_\_\_ Non Exempt
- \_\_\_\_\_ Superintendents Approval If Administrative
- Priority Posting

Human Resources Administrator

Date