

NEW POSITION PROPOSAL

Complete the details below and send via email attachment to the CFO and Executive Director of HR, including the draft job description.



ISSAQUAH
SCHOOL DISTRICT 411

POSITION TITLE: _____

STARTING DATE: _____

ENDING DATE (IF TEMP): _____

DEPARTMENT (HIGHLIGHT ONE):

BASC

Elementary School Education

Finance and Operations:

Communication

High School Education

Subgroup:

Capital Projects

Human Resources

Middle School Education

Custodial and Maintenance (MVSC)

Special Services

Superintendent's Office

Finance

Teaching and Learning Services

Food Service (MVSC)

Payroll

Transportation

FULL TIME (INDICATE ONE):

YES

NO

IF NO,

AMOUNT OF FTE

OR

OF DAILY HOURS

RATIONALE: WHAT ISSUE/NEED IS MET WITH THE ADDITION OF THIS POSITION THAT CAN NOT BE CURRENTLY MET?

ALL MUST BE CHECKED:

_____ DRAFT JOB DESCRIPTION ATTACHED

_____ PRINTED NAME OF PROPOSER

_____ SIGNATURE OF PROGRAM MANAGER

_____ SIGNATURE OF DEPARTMENT CABINET MEMBER

DATE RECEIVED BY HR: _____

DATE JD VETTED: _____

DATE AUTHORIZED AS NEED: _____

DATE SUBMIT FOR POSTING: _____