



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**

Grant Funded Position: ___Y___N 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 Priority Posting
- ____ Exempt ___ Non Exempt
- ____ Superintendents Approval If Administrative

Human Resources Administrator _____ Date _____