

MUSCATINE COMMUNITY SCHOOLS
HUMAN RESOURCES OFFICE
REQUEST FOR JOB POSTING
(Certified and Non-Certified)

Building _____

Position to be Advertised _____

Brief Description _____

Internally only _____ or **Internal & External candidates** _____

Account code: _____

Route applications to: _____

Reason for Vacancy:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Termination/RIF |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> New |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Other _____ |

Person to be replaced _____

Teacher/Classroom for Para Posting _____

Hours: _____ A.M. to _____ P.M. Total Hrs Per Day _____

Effective or Start date: _____

Signature of Principal/Director

Date

Human Resources Department

Date

Director of Teaching and Learning

Date

Assistant Superintendent

Date