

**PROFESSIONAL STAFF RECRUITING AND HIRING**  
*(Job Vacancy Notice)*

To: Superintendent/Designee

From: \_\_\_\_\_ Date: \_\_\_\_\_

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

Classification of Job to Be Posted: \_\_\_\_\_

Hours Per Day: \_\_\_\_\_ Days Per Year: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Check one:  Full-Time  Part-Time  Flex  Temporary

Is this a new position?  Yes  No

Job Requirements: \_\_\_\_\_

\_\_\_\_\_

Application Deadline: \_\_\_\_\_

*(Unless otherwise noted, all certified positions shall be posted for 30 calendar days.)*

**Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(All requests for job vacancy postings must be submitted in writing on this form to the superintendent/designee.)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Board of Education does not discriminate on the basis of race, color, national origin, ancestry, age, religion, marital status, pregnancy, sex, exercise of FMLA rights or disability in employment, educational programs or activities as set forth in policy AC.*

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**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

FILE: GCD-AF1  
Critical

Implemented: March 19, 2008

Revised:

Boonville R-I School District, Boonville, Missouri