



Position Advertisement

(ESP – Educational Support Professional)

Complete the information listed below pertaining to any openings you have in your school/department, be specific or send in a job description with the Ad. Submit this form to Human resources when completed.

Date position is available: _____

Position: _____ Location: _____

Administrators to Receive Application Updates: _____

☐ New Position (With Approval) ☐ Existing Position Replaces: _____

Salary Lane: _____ Contract days: _____ Hours per week: _____

Specific needs and requirements regarding position (e.g. qualifications and tasks):

Other information pertinent to the position: _____

Principal/Director

Date

Advertise only for positions that are additional to your school / department or positions for which you have received a resignation. Send the Position Advertisement as soon as the position becomes available. Job descriptions are available upon request by calling Human Resources.