



# Position Advertisement (ESP – Educational Support Professional)

Please complete the information listed below pertaining to any openings you have in your school/department. Submit this form to the Department of Human Resources as soon as possible so the position can be advertised. Please be specific in your response. Only full-time positions will be posted on the District Web site unless there are extenuating circumstances.

Date position is available: \_\_\_\_\_

Location: \_\_\_\_\_

Title of Position Available: \_\_\_\_\_

New Position (prior approval required)

Existing Position Replaces: \_\_\_\_\_ Reason: \_\_\_\_\_

Salary Lane: \_\_\_\_\_ Contract days: \_\_\_\_\_ Hours per day: \_\_\_\_\_

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

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

Other information pertinent to the position: \_\_\_\_\_

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

Your signature below indicates that you agree to pay for this advertisement from your school/department budget. Please indicate the account code to be used for this advertisement.

FUND	LOCATION	YR	PROGRAM	FUNCTION	OBJECT

\_\_\_\_\_  
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.*