



Position Advertisement

(Licensed)

Please complete the information listed below pertaining to any openings you have in your school. Advertise only for positions that are additional to your school or for which you have received a resignation. Send the Position Advertisement to the Department of Human Resources as soon as a position becomes available.

Date position will become available: _____

School: _____

Position Available: _____ Grade: _____

FTE: Full-Time Part-Time _____ Hourly _____

Funding Source: 0050 Other _____

Required Licensure: ECE Secondary Special Ed
 Elementary CTE Other _____

Endorsement(s) Required (Math III, Bio., Sci., Mild/Moderate, ECE, G/T, etc.)

Specific needs and requirements regarding position: _____

Other information pertinent to the position: _____

Would you like this position advertised in the Salt Lake Tribune / Deseret News? YES NO

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

New Position

Existing Position Replaces: _____ Reason: _____

Principal

Date