

Highlighted areas must be completed

Valley View Public Schools

Division of Human Resources

Personnel Request to Post

Certificated Administration Classified

Position Requested: _____ Building: _____

Title 1 Position: (circle one) Yes or No

FTE: (circle one) 1.0 0.5 (am or pm) Other FTE or hours _____

Reason for Vacancy:

New Position Temporary Position Replacement

Due to:

Resignation Termination Retirement Other

Transfer Leave of Absence Non Renewal

Who is being replaced: _____

Please describe duties, responsibilities and/or unique skills required:

Routing for REPLACEMENT position(s): Site Supervisor > Area Asst. Supt. > Human Resources
Routing for NEW position(s): Site Supervisor > Department Director > Area Asst. Supt. > Human Resources

Length of posting: Standard (5 work days) _____ Other _____ (work days)

Location of posting: Internal Internal and External

IEJB (IL Education Job Bank) University of Illinois Eastern Illinois DePaul University
 Illinois State University Northern Illinois University Lewis University Joliet Junior College

Signatures:

Site Supervisor Date Assistant Superintendent or Designee Date

Department Director Date Executive Director for Human Resources Date