

New Teacher /Personnel Request

Chain of approval process:

1. School Principal/ Director Justifies request and submits to Superintendent's office. Need to consider where this position will be located.

2. *Justification process:*

Curriculum Review Choice Sheets
Master Schedule Review

Federal Programs if applicable Funds availability/ programming issues

Finance Are funds available? Look at ratios. Position needs to be budgeted. Funding source should be verified.

3. *Board Approval* Superintendent makes recommendation to school Board if approved

Cc: Need to know position is approved

Personnel Payment issues/ background checks
Facilities Space and furniture issues
Technology Computer, telecommunications, etc.

4. Return to School/ Director once approved

New Teacher/Personnel Request

Name _____ Date _____

School Request _____

Full-time Employee _____ Part-time Employee _____ For School Year _____

Reason Needed:

_____ Growth in enrollment, justified by: _____ Elementary: _____ Secondary: _____
Grade _____ Subject _____
of students _____ Avg Teacher load _____
(in subject/discipline)
#r of sections _____ Addtl Rationale _____

Addtl comments _____

_____ New Program or Course Offering (must have prior approval by central office)
Name of Program or Course _____

Do you have space currently available? _____

Where is the space located? _____

What furnishings are needed for the space? _____

For Office Use: Student Teacher Ratio _____ Master Schedule Reviewed by _____
Space Availability _____

Curriculum Approve _____ Disapprove _____
Comments _____

Federal Programs Approve _____ Disapprove _____
Comments _____

Finance Approve _____ Disapprove _____
Comments _____
What is the funding source for this employee?
Federal _____ State _____ District _____ Grant _____

Personnel Approve _____ Disapprove _____
Comments _____

Facility Approve _____ Disapprove _____
Comments _____

Technology Approve _____ Disapprove _____
Comments _____

Superintendent Approval: _____ Date _____