

Cape Girardeau Public Schools
New Position Process

___ Certified ___ Classified

___ District-Wide ___ Building(s) _____

Position Title _____

Source of Funding: _____

Rationale for New Position (attach results of any Needs Survey):

Job Description Summary (attach draft of job description):

Employee Requirements (Certification and/or Training and/or Skills; minimum years of experience; type of experience)

- Minimum

- Preferred

Employment Terms:

- Start Date:
- Number of Days Employed in School Year:
- Salary and/or Hourly Wage Rate
- Work Day – Hours:

Signature of Recommending Official _____ Date _____

Approval Signature of CAO Administrator _____ Date _____

*****SUPERINTENDENT OFFICE USE*****

Final Approval Signature of Superintendent _____ Date _____

CORE DATA TITLE/CODE NUMBER for new position _____