



# CAPE GIRARDEAU PUBLIC SCHOOLS

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## New Position Process

Certified  Classified  District-wide  Building(s) \_\_\_\_\_

Position Title \_\_\_\_\_ Source of Funding \_\_\_\_\_

Rationale for New Position (attach result of any Needs Survey)

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

Job Description Summary (attach draft of job description)

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

Employee Requirements (certification, training, skills; minimum year 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 \_\_\_\_\_

## **Administrative Procedure**

**Topic:** Steps in Creation of New Staff Position

Approval by Superintendent and Administrative Cabinet: December 13, 2014

**Effective Date:** December 13, 2014

**Procedure:**

- Supervisor or those involved in creating the new staff position conduct a needs assessment or survey to justify need for the position.
- Proposal for new position submitted to appropriate Central Administration Office (CAO) Administrator.
- Proposal includes:
  - Position title (local title)
  - Rationale for creating new position (based on needs assessment or survey)
  - Source of Funding
  - Draft of job description
- Minimum and preferred requirements for employee in new position
  - Certification, training and/or skills
  - Experience
    - Minimum Years
    - Type of Experience
  - Qualifications
- Employment Terms
  - Start Date
  - Number of days employed in school year
  - Salary and/or hourly wage rate
  - Work day/Hours
- If CAO Administrator approves position, then it is submitted to the Superintendent for final approval and, for certified staff, the assignment of Core Data Title and Code Number.
- Human Resource Coordinator finalizes job description and authorizes the interview process to proceed as defined by district administrative procedures.

Revised: 4/1/2018