

Cape Flattery School District # 401

P.O. Box 109, Sekiu, WA 98381

Vacancy Announcement Request

Please note: All requests for vacancy announcements for replacement positions must be preceded by a letter of termination or resignation. An attached copy of the letter will expedite the employment process.

_____ Authorized Principal Requesting Posting
_____ Date of Request
_____ Name of Position (as it is to be posted)

Type of Position: [] Certificated [] Classified [] Other _____

[] New Position [] Replacement for _____

Location Of Vacancy: [] Clallam Bay School [] Neah Bay Elementary
[] Neah Bay MS/HS [] District Office

Contract Term: [] Full-time [] Part-time: Hours\Day _____
[] Temporary: Duration of Position _____

Preferred Closing Date: _____ Date of Employment: _____

Scope of Posting: [] Public [] In-District Only

Job Description: (General duties and educational requirements from district job descriptions will be posted. Please list any unique or specific requirements to be added.)

Duties: _____

Educational Requirements: _____

Experience Requirements: _____

Budget Codes: _____ / _____

Announcement Request: [] Approved [] Denied

Signature of Superintendent Required

Date

Date Received at District Office: _____ Date Posted: _____

Copy: [] Vacancy Folder [] Payroll Department