

Dougherty County School System Job Requisition Form

JOB CLASSIFICATION

Administration	Teacher	MIS/Technology	Paraprofessional	Support	Custodial
Transportation	CNS	Facilities	Supply Services	Security	Other

JOB DESCRIPTION

Job Title:	Location:	Work Year:
Full Time Part-time	No. of Vacancies:	Date Needed:

Brief description of qualifications, duties & responsibilities or attach job description.

Qualifications:

Duties & Responsibilities:

POSITION INFORMATION

Replacement	New Position	Reallocation	Is this job budgeted?	Yes	No
If Replacement (Name):			Replacement Employee ID #:		
Reason for Replacement:			Funding Source:		

REQUEST

Requested by:	Telephone Number:	Date:
<i>I certify that the above position has been analyzed in terms of our current conditions and needs.</i>		
Signature:		Date:

FOR BUDGET OFFICE USE ONLY

Account Number	Funding Source

ROUTING FOR SIGNATURE APPROVAL

Supervisor/Executive Director:	Date:
Director, Human Resources:	Date:
Budget Coordinator:	Date:
Executive Director, Business Services:	Date:

HRS ONLY: If approved, how should this position be advertised? Internally Only Externally