

**Scotch Plains-Fanwood Public Schools
Vacancy Posting Request
All Positions**

TO: Peter N. Pitucco, Director of Human Resources

FROM: _____ **DATE:** _____

LOCATION: _____

The following staffing need has been identified. If additional information is needed to assist in the review of this request, please advise.

1. Specify Vacant Position:

a) Teacher Certificated Title: _____ %

b) Paraprofessionals/Aides: _____

Lunch/General ☐ Hrs. Classroom ☐ Hrs

c) Clerical: _____ %

d) Custodial: _____

e) Coach or Advisory Position: _____ %

f) Please describe any special job and/or HQ requirements:

2. Date(s) Needed: _____ **through** _____

3. Reason(s) for Vacancy:

☐ RESIGNATION

☐ RETIREMENT

☐ LEAVE

☐ NEW POSITION

☐ TRANSFER

☐ PREVIOUSLY HELD OUT OF DISTRICT

4. Name of Staff Replaced: (if applicable): _____

5. Justification Statement:

Principal/Supervisor/Director Date

Director of Human Resources Date