

**KITTITAS SCHOOL DISTRICT  
JOB OPENING INFORMATION SHEET**

PERSON REQUESTING OPENING: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

POSITION OPEN: \_\_\_\_\_

LOCATION: \_\_\_\_\_ HOURS: \_\_\_\_\_

IS THIS A NEW POSITION?: \_\_\_\_\_ IF NOT, REPLACING: \_\_\_\_\_

ANY SPECIAL NOTATIONS ABOUT THIS JOB (i.e. one-year only, special qualifications or requirements of the job, advertising, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TARGET DATE TO OPEN IN-DISTRICT: \_\_\_\_\_

TARGET DATE TO CLOSE IN-DISTRICT: \_\_\_\_\_

TARGET DATE TO OPEN TO PUBLIC: \_\_\_\_\_

TARGET DATE TO CLOSE TO PUBLIC: \_\_\_\_\_

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**FOR DISTRICT OFFICE USE ONLY:**

**APPROVAL FOR OPENING OF THE POSITION:**

Mike Messenger \_\_\_\_\_ Michelle Helgeson \_\_\_\_\_ Delbert Heistand \_\_\_\_\_ Sunny Savage \_\_\_\_\_

FUNDING SOURCE/BUDGET CODE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ File Copy  
\_\_\_\_ Principal Copy