



WILLCOX UNIFIED SCHOOL DISTRICT #13

REQUEST TO POST VACANCY AND/OR INTERVIEW

HIRING MANAGER	Kevin Davis
SUBMISSION DATE	9/1/2020
POSITION TITLE	Business Office Support Specialist
<input checked="" type="checkbox"/> CLASSIFIED GRADE/STEP	7
<input type="checkbox"/> CERTIFIED DEGREE/LANE	
<input type="checkbox"/> NEW POSITION	
<input type="checkbox"/> REPLACEMENT POSITION REPLACING	
ANTICIPATED DATE OF HIRE	9/14/2020
SCHEDULED WORK WEEK HOURS	40
POSTING FORMAT	<input type="checkbox"/> INTERNAL ONLY <input checked="" type="checkbox"/> INTERNAL & EXTERNAL <hr/> <input checked="" type="checkbox"/> WEBSITE <input type="checkbox"/> ADE <input type="checkbox"/> NEWSPAPER
JOB DESCRIPTION ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
NOTES	Click here to enter text.
PRINCIPAL/SUPERVISOR APPROVAL	
BUSINESS MANAGER APPROVAL	
SUPERINTENDENT APPROVAL	Kevin Davis
PAYROLL RECEIPT DATE & ACKNOWLEDGEMENT	

E-mail form to kevin.davis@wusd13.org