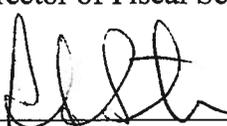


# JOHN SWETT UNIFIED SCHOOL DISTRICT

## Personnel Requisition

POSITION	TENTATIVE CALENDAR
Job Title: <u>Counselor</u> Replacement for: <u>—</u> Site: <u>Carguener/J.S.H.S.</u> <input type="checkbox"/> New position <input checked="" type="checkbox"/> Certificated <input checked="" type="checkbox"/> FTE: <u>0.5</u> <input type="checkbox"/> Classified _____ Hrs./Day <input type="checkbox"/> Stipend \$ _____ SAC: <u>01-0000-0000-3110-700-0-000-1200</u> <u>01-0000-0000-3110-200-0-000-1200</u> (MUST BE INCLUDED) <input type="checkbox"/> District Funds <input type="checkbox"/> Other	Desired Posting Date: _____ Desired Closing Date: _____ Distribution: <input type="checkbox"/> in house only <input type="checkbox"/> newspapers <input type="checkbox"/> placement offices <input type="checkbox"/> other _____ Tentative Screening Dates: _____ Tentative Interviewing Date: _____ Starting date desired: _____
<b>BRIEF JOB DESCRIPTION:</b> _____ _____ _____	<b>RATIONALE:</b> _____ _____ _____
<b>SIGNATURES:</b>  <div style="text-align: center;">                           _____                          Requesting Administrator                     </div> <div style="text-align: center;">                           _____                          Director of Fiscal Services                     </div> <div style="text-align: center;">                           _____                          Superintendent                     </div>	<b>RECOMMENDATION FOR HIRING</b> Employee Name: <u>Abbie Cohen</u> Qualifications: _____ _____ Start Date: <u>October 15, 2015</u> Signature of Administrator: <u>Barbara Walker</u>
	<b>BOARD APPROVAL</b> Date of Board Action: _____ _____ Superintendent



**JOHN SWETT UNIFIED SCHOOL DISTRICT**  
**Personnel Requisition**

<b>POSITION</b>	<b>TENTATIVE CALENDAR</b>
<p>Job Title: <u>Food Service Worker</u></p> <p>Replacement for: <u>New Position</u></p> <p>Site: <u>Rodeo Hills Elementary</u></p> <p><input type="checkbox"/> New position</p> <p><input type="checkbox"/> Certificated   <input type="checkbox"/> FTE: _____</p> <p><input checked="" type="checkbox"/> Classified   <u>2.0</u> Hrs./Day</p> <p><input type="checkbox"/> Stipend \$ _____</p> <p>SAC: <u>13-5310-0000-3700-400-000-2200</u> (MUST BE INCLUDED)</p> <p><input type="checkbox"/> District Funds   <input type="checkbox"/> Other</p>	<p>Desired Posting Date: _____</p> <p>Desired Closing Date: _____</p> <p>Distribution: <input type="checkbox"/> in house only   <input type="checkbox"/> newspapers <input type="checkbox"/> placement offices <input type="checkbox"/> other _____</p> <p>Tentative Screening Dates: _____</p> <p>Tentative Interviewing Date: _____</p> <p>Starting date desired: _____</p>
<p><b>BRIEF JOB DESCRIPTION:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>RATIONALE:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>SIGNATURES:</b></p> <p style="text-align: center;"><u><i>David Panto</i></u> Requesting Administrator</p> <p style="text-align: center;"><u><i>David Panto</i></u> Director of Fiscal Services</p> <p style="text-align: center;"><u><i>[Signature]</i></u> Superintendent</p>	<p style="text-align: center;"><b>RECOMMENDATION FOR HIRING</b></p> <p>Employee Name: <u>Sabrina Sheats</u></p> <p>Qualifications: _____</p> <p>Start Date: <u>November 2, 2015</u></p> <p>Signature of Administrator: _____</p> <p style="text-align: center;"><b>BOARD APPROVAL</b></p> <p>Date of Board Action: _____</p> <p style="text-align: center;">_____ Superintendent</p>

**JOHN SWETT UNIFIED SCHOOL DISTRICT  
Personnel Requisition**

POSITION	TENTATIVE CALENDAR
<p>Job Title: <u>Manager, Maintenance &amp; Facilities</u></p> <p>Replacement for: <u>Tim Bekus</u></p> <p>Site: <u>District Office</u></p> <p><input type="checkbox"/> New position</p> <p><input type="checkbox"/> Certificated <input type="checkbox"/> FTE: _____</p> <p><input checked="" type="checkbox"/> Classified <sup>mgmt.</sup> <u>8.0</u> Hrs./Day</p> <p><input type="checkbox"/> Stipend \$ _____</p> <p>SAC: <u>01-8150-0000-8100-400-0000-2300</u> (MUST BE INCLUDED)</p> <p><input type="checkbox"/> District Funds <input type="checkbox"/> Other</p>	<p>Desired Posting Date: _____</p> <p>Desired Closing Date: _____</p> <p>Distribution: <input type="checkbox"/> in house only <input type="checkbox"/> newspapers  <input type="checkbox"/> placement offices  <input type="checkbox"/> other _____</p> <p>Tentative Screening Dates: _____</p> <p>Tentative Interviewing Date: _____</p> <p>Starting date desired: _____</p>
<p><b>BRIEF JOB DESCRIPTION:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>RATIONALE:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>SIGNATURES:</b></p> <p align="center"><u>Jack Pinto</u> Requesting Administrator</p> <p align="center"><u>Jack Pinto</u> Director of Fiscal Services</p> <p align="center"><u>[Signature]</u> Superintendent</p>	<p><b>RECOMMENDATION FOR HIRING</b></p> <p>Employee Name: <u>Charles Aubert</u></p> <p>Qualifications: _____</p> <p>Start Date: <u>November 19, 2015</u></p> <p>Signature of Administrator: _____</p> <p align="center"><b>BOARD APPROVAL</b></p> <p>Date of Board Action: _____</p> <p align="center">_____ Superintendent</p>