Vacancy Documents
Creating Vacancy Documents

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e-Forms & Tools

Cognos Reporting
You will be prompted with the following screen; scroll and select School or Department; click “Finish” to run report
**POSITION:** G4017  - ELEMENTARY 4  
**CLASS:** 1000 - 9.25 MON 190 DAY TEACHER  
**LOCATION:** 017 - BALE ES  
**NEW TO DISTRICT**  
**TRANSFER WITHIN SITE FROM:**  
**TO:**  
**TRANSFER IN DISTRICT FROM (SITE):**  
**NEW TO DISTRICT**  
**LOCATION:** 017 - BALE ES  
**TRANSFER WITHIN SITE FROM:**  
**TO:**  
**TRANSFER IN DISTRICT FROM (SITE):**  
**NEW TO DISTRICT**  
**LOCATION:** 017 - BALE ES  
**TRANSFER WITHIN SITE FROM:**  
**TO:**  
**TRANSFER IN DISTRICT FROM (SITE):**  
**EMPLOYEE NAME:**  
**SSN:**  
**ID:**  
**START DATE:**  
**IF TRANSFER, END DATE:**  
**OF PREVIOUS POSITION:**  
**THREE DIGIT CODE NUMBER FROM EMPLOYEE’S CURRENT ARKANSAS TEACHER’S LICENSE WHICH QUALIFIES THIS EMPLOYEE FOR THIS POSITION:**  
**Administrator’s Signature Date**  
*This date must not be prior to the approval dates below. Any violation may subject the Administrator to an appropriate sanction.

**APPROVAL SECTION**  
**EXEC DIR/SENIOR DIR/CFO:**  
**EXEC DIR HUMAN RESOURCES:**  
**DIRECTOR FEDERAL PROGRAMS:**  
**DIRECTOR ATHLETICS DEPT:**  
**DIRECTOR SPECIAL EDUCATION:**  
*FOR ANY POSITION PAID FROM 06 FUNDS***  
***Does this position involve Coaching commitment? Y or N***  
****Does this position require SPED needs? Y or N

**SALARY INFORMATION - HUMAN RESOURCES USE ONLY**  
**FTE:** 3.00  
**SALARY SCHEDULE:** 0T1  
**RANGE:**  
**STEP:**  
**SALARY:**  
**POSITION PREVIOUSLY HELD BY:**  
**CHECK HERE IF TRANSFER TO OR FROM 12 MONTHS**

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*If Employee being placed in New Hire or Transfer position has a Coaching Commitment, Director of Athletics Department must approve before forwarding to Human Resources for processing.

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*Aug 3, 2020*
Quick Checklist for Submitting Vacancy Document

See online Instructions (LRSD Staff webpage) on how to retrieve Vacancy Document

**New Hires and Transfers**

✔ Administrator will complete Vacancy Document

✔ **Before submitting to appropriate level Executive Director**, Additional approval may be required for the following
  - Federally Funded; Title 1/Grants Director
  - Change in Coaching Contract/Stipend; Director of Athletics
  - Custodian; Director of Maintenance
  - Security Officers; Director of Safety & Security
  - Child Nutrition; Director of Child Nutrition
  - Special Education; Director of Student Registration

✔ After obtaining all signatures, Completed Vacancy Document will be submitted to Executive Director

✔ Executive Director will forward Vacancy Document directly to Human Resources for processing

✔ New Hires can then contact Human Resources to complete hiring process.
  - **Note:** Vacancy Document should not be submitted until after Job Posting date closes

**Do not submit Vacancy Document to CFO Office**