



# *Vacancy Documents*

# Creating Vacancy Documents

Main Menu >

e-Forms & Tools

Cognos Reporting

The screenshot displays the IBM Cognos Connection interface for the Little Rock School District. The header includes the 'eFinancePlus+' logo and the district name. The user 'MARILYN HOPSON' is logged in. The interface shows a navigation menu with 'Public Folders' and 'My Folders' tabs. Below the tabs, there is a table listing folders:

Name	Modified	Actions
eFinancePLUS	April 30, 2019 8:33:12 AM	More...
EFP	August 9, 2017 11:30:56 AM	More...
Packages	February 8, 2017 3:33:22 PM	More...

EFP>

District Shared>

Little Rock >

Human Resources>

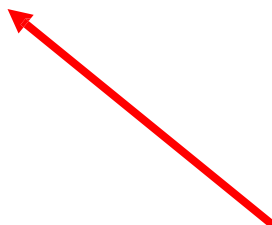
**LRSD Vacancy Document>**

Select Location

Select Location and Position(s)

The screenshot shows the IBM Cognos Connection interface for the Little Rock School District. The breadcrumb trail is: Public Folders > EFP > District Shared > Little Rock > Human Resources. A list of reports is displayed, with 'LRSD Vacancy Document' selected and highlighted in yellow. The list includes:

- Contracts
- District EEOC Report
- LRSD Certified Classified Employee Count by Location
- LRSD Certified Classified Employee List by Location
- LRSD CLS Job Assign
- LRSD Contract Revision
- LRSD Employee Account Code List
- LRSD Employee Certification Report
- LRSD FMLA Report
- LRSD NewHire Report
- LRSD Seniority Report
- LRSD Staffing Report
- LRSD Status Code #1 Beginning Teacher
- LRSD Vacancy Document**
- Report View of LRSD Staffing Report



You will be prompted with the following screen;  
scroll and select School or Department;  
click "Finish" to run report

# Little Rock School District

## Vacancy Document

### NEW HIRE AND TRANSFER

**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): \_\_\_\_\_

**EMPLOYEE NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **\*START DATE:** \_\_\_\_\_

**IF TRANSFER, END DATE**

**ID:** \_\_\_\_\_ **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:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EXEC DIR HUMAN RESOURCES:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*DIRECTOR FEDERAL PROGRAMS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*\*DIRECTOR ATHLETICS DEPT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\*\*\*\*DIRECTOR SPECIAL EDUCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*\*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:**

**SALARY SCHEDULE:**

**RANGE:**

**STEP:**

**SALARY:**

3.00

OT1

**POSITION PREVIOUSLY HELD BY:** \_\_\_\_\_

CHECK HERE IF TRANSFER TO OR FROM 12 MONTHS

-261 EDU-01-1 \$1500-M+30

-267 EDU-07-1 \$1500-Nurses+24

-230 CAR-01 -1 \$451-EL PRIN

-230 CAR-07-1 \$480-PROCURE.

-262 EDU-02-1 \$2000-M+60

-263 EDU-08-1 \$2000-Nurses+36

-230 CAR-02-1 \$185-EL VP

-230 CAR-08-1 \$960-VARIOUS

-263 EDU-03-1 \$3000-Doctorate

-252 Census - \_\_\_ \$ \_\_\_ Princ.

-230 CAR-03-1 \$640-M PRIN

-230 CAR-09-1 \$601-SUP/SPEC.

-264 EDU-04-1 \$500-Teacher Doctorate

-251 Census - \_\_\_ \$ \_\_\_ Cust.

-230 CAR-04-1 \$272-M VP

-230 CAR-10-1 \$500-EL MPR/CRE

-265 EDU-05-1 \$3000-Natl Board

-269 \$685-CN Mgr Cert

-230 CAR-05-1 \$720-SR.PRI/DR

-230 CAR-11 -1 \$529-VOCATL.

-266 EDU-06 -1 \$1000-Nurses+12

-271 \$500-Secretarial

-230 CAR-06 -1 \$362-SR. VP

-230 CAR-13 -1 \$1200-VARIOUS

\*\*\*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.

# 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**