

# HUMAN RESOURCES DIVISION



## VACANCY REVIEW

Washoe County School District  
425 East Ninth Street  
P.O. Box 30425  
Reno, NV 89520-3425  
Phone (775) 348-0321  
Fax (775) 333-5070

SCHOOL/LOCATION: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

EMPLOYEE GROUP:  Certificated Administrator  Pro Tech Administrator  
 Certified  Classified  School Police

FTE/HOURS: If Certified: FTE:  1.0  .5  Other \_\_\_\_\_  
If Classified: Hours per week: \_\_\_\_\_ Months per year: \_\_\_\_\_

REASON FOR VACANCY: \_\_\_\_\_  
\_\_\_\_\_

INCUMBENT'S NAME: \_\_\_\_\_

FUNDING SOURCE:  General Fund  
 Special Education (Fund 58)  
 Special Education (Other): \_\_\_\_\_  
 Grant Funds (Please Specify): \_\_\_\_\_

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

\_\_\_\_\_  
Hiring Administrator Name Date

\_\_\_\_\_  
EC Member Approval Date

### HR USE ONLY:

Date Approved by EC: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Date Administrator Notified: \_\_\_\_\_

### BUSINESS OFFICE USE ONLY

Reviewed By: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Current Year Cost: \_\_\_\_\_

Annual Cost: \_\_\_\_\_