

Weston Public Schools Personnel Action Form

Date:

Job Title:

Unit:

Location:

Type of Request:

Type of Vacancy:

If filling existing position, replacement is for (name):

Reason for Vacancy:

Specify Reason if "Other":

FT or PT:

If temporary, provide dates (to and from):

Expected
Schedule
(in Hours):

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Licensure Required (Level and Type):

Language Requirement (if appropriate):

Description of
Job Duties for
Posting:

Principal/Dept. Head/Director Signature:

Asst. Supt. for Fin. & Operations Signature:

Budgetary Account:

FTE:

PC #:

Job Class:

EPIMS Code:

Superintendent's Signature:

HR Notes: