



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

POSITION AUTHORIZATION FORM

Classified (ESSA)

9-11 month 12 month

Exempt

(non-union)

Certified

(FEA & LTS 9 weeks or more)

Regular Non-Benefited

Competitive recruitment not required

Requires competitive recruitment

Section A – POSITION INFORMATION (To be completed by supervisor/HR seeking to fill the position)

Position Title: \_\_\_\_\_ Work Location: \_\_\_\_\_

Days/yr: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Hrs/day: \_\_\_\_\_ Grade/Range: \_\_\_\_\_ Ending Date: \_\_\_\_\_

FTE: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_ Job Posting # \_\_\_\_\_

Employment/contract type:

- Regular  Temporary  Finishing out school year (Temp Contract)
 Long Term Sub Teacher (9 weeks or longer)  Long Term Sub Teacher (9 weeks or less)

Reason:

- Resignation  Change of Assignment  Other; explain or attach explanation
 Retirement  New Budgeted position (Section B must be completed)
 Leave of Absence

Full name of employee vacating position: \_\_\_\_\_

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

Section B – POSITION AUTHORIZATION/VERIFICATION OF POSITION FUNDING

This section must be completed and signed for new budgeted positions.

Administrative Services /Grants Office Representative \_\_\_\_\_ Date \_\_\_\_\_ Position ID: \_\_\_\_\_

Job Type: \_\_\_\_\_

Section C – HIRE RECOMMENDATION

Upon final approval, HR will contact the hiring administrator informing them a job offer can be made to selected candidate.

ESSA Applicant is Highly Qualified

Recommended Candidate for Hire: \_\_\_\_\_ f# \_\_\_\_\_

Staffing and Operations Manager \_\_\_\_\_ Date \_\_\_\_\_ Director of EEO \_\_\_\_\_ Date \_\_\_\_\_

B/G check not required  B/G check required and sent
Background Check Approved \_\_\_\_\_ Date \_\_\_\_\_