

MONTGOMERY COUNTY PUBLIC SCHOOLS

Administrative & Supervisory Position Advertisement Form

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Rockville, Maryland 20850

INSTRUCTIONS: Please forward completed form with signatures to the Office of the Associate Superintendent, Human Resources and Development. Vacancies will not be posted without all signatures.

Office _____

Hiring Manager _____

Hiring Manager Assistant _____

Job Title _____ Grade _____

Proposed Interview Date ____/____/____

Target Board Date ____/____/____ Paperwork due to OHRD (3 weeks prior to Board of Education meeting) ____/____/____

New position. Has a job description been created? Yes No*

Existing position. Is the job description current? Yes No*

**If you answered "No" to either of the above, please contact the Classification Office at Casey_B_Crouse@mcpsmd.org.*

Signature required for ALL new or revised job descriptions.

Associate Superintendent Signature _____

Signature required for new or revised job description for Level O or higher positions.

Chief Signature _____

Deputy Superintendent Signature _____

Name of person being replaced _____ Employee ID # _____

Reason: Retirement Resignation Transfer/Promotion

Position number (11 digits) _____

Grant funded position: Yes No If Yes, grant end date ____/____/____

Account # _____ Position start date ____/____/____

Position Posting

MCPS Careers Internal External/Internal Start Date ____/____/____ End Date ____/____/____

Job specific information (only unique aspects not included in the job description; limit to 50 words, not including title/office name)

Approvals. Signatures required below per your office protocol only.

Hiring Manager Signature _____ Date ____/____/____

Associate Superintendent Signature _____ Date ____/____/____

Chief Signature _____ Date ____/____/____