

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 401.11P Adopted June 1988 Revised September 2016

Title Recommendation for Evaluation of New or Changed Position

To: Director of Human Resources

The undersigned supervisor acknowledges creation of a new position or significant changes in the qualifications and/or specific responsibilities of an existing position, and recommends that this new or significantly changed position warrants review by the appropriate district Position Evaluation Committee specified in section 4 of Administrative Regulation 401.11AR. The proposed position description and the previous position description (if any) are attached.

Proposed title of position to be evaluated _____

Current title(s) of position (if different) _____

This is a: new position significantly changed, existing position

Please provide details and complete responses to the following questions.

Date new position or significant changes in qualifications and/or specific responsibilities are to be implemented: _____

If this is a changed position, what are the significant changes in qualifications or specific responsibilities required which you believe affect the evaluation of the position? _____

What is the minimum level of formal education or specialized or technical training required to qualify for the position? _____

What is the minimum amount, if any, of relevant prior job experience needed to qualify for the position? _____

To what position does this position report? _____

Scope of the position is best described as:

- Responsible for own work performance
- Responsible for own performance and performance of (no.) _____ supervisory or professional subordinates and (no.) _____ other subordinates

Approved for review by _____ **Date** _____
(supervisor's signature)

_____ **Date** _____
(principal's signature)

_____ **Date** _____
(director's signature)