

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES

JOB DESCRIPTIONS APPROVAL NEW AND REVISED

Instructions: Refer to Job Descriptions – New and Revised Procedural Guidelines for complete instructions. Call Human Resources (HR) at extension 31200 with any questions. Electronically send the appropriately formatted and/or revised job description with this approval form to HR.

- Text added to an existing job description should be denoted by underlining, and deletions denoted by [brackets]. The tracking option cannot be used on the job description document.
- Once the job description is correctly formatted, have this form signed by the Cost Center Head, Executive Director, and HR Executive Director.
- At least 3 weeks prior to a regularly scheduled Board meeting, send a copy of the completed new or revised job description, this form, and a justification letter to the Staffing Administrator of Human Resources for review.

To be completed by the Cost Center requesting a new or revised job description

Job Description New Revised

Job Description Title _____

Cost Center _____

Cost Center Head Name (Print) Cost Center Head Signature Date

Approvals

Executive Director Name (Print) Executive Director Signature Date

HR Executive Director Name (Print) HR Executive Director Signature Date

HR Staffing Administrator Name (Print) HR Staffing Administrator Signature Date