



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

|                                             |                                  |                                      |                                  |                                  |                                  |
|---------------------------------------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>Action Requested:</b>                    | New Position                     | <b>Employee Category:</b>            | Educational Support Staff        | <b>Employment Status:</b>        | Part-time (PT)                   |
|                                             |                                  |                                      |                                  | <b>If PT, No. of Hrs/Day:</b>    |                                  |
| <b>Certified Position:</b>                  | Choose an item.                  | <b>Subject/Grade/Activity/Sport:</b> | Click or tap here to enter text. | <b>ESP Position:</b>             | Bus Monitor                      |
| <b>NEW EMPLOYEE INFORMATION / PLACEMENT</b> |                                  |                                      |                                  |                                  |                                  |
| <b>Name:</b>                                | Jessica Wisdom                   |                                      |                                  | <b>Hourly/Daily Rate of Pay:</b> | Para Pro Rate                    |
| <b>Location:</b>                            | District                         | <b>Certified Degree:</b>             | Choose an item.                  | <b>Additional Hours:</b>         | Click or tap here to enter text. |
| <b>Salary Schedule Placement</b>            | Choose an item.                  | <b>Step:</b>                         | Choose an item.                  | <b>Annual Rate of Pay:</b>       | Click or tap here to enter text. |
| <b>Extra-curricular assignment:</b>         | Click or tap here to enter text. | <b>Placement:</b>                    | Click or tap here to enter text. | <b>Salary:</b>                   | Click or tap here to enter text. |
| <b>Extra-curricular assignment:</b>         | Click or tap here to enter text. | <b>Placement</b>                     | Click or tap here to enter text. | <b>Salary:</b>                   | Click or tap here to enter text. |
| <b>Extra-curricular assignment:</b>         | Click or tap here to enter text. | <b>Placement</b>                     | Click or tap here to enter text. | <b>Salary:</b>                   | Click or tap here to enter text. |
|                                             |                                  |                                      |                                  |                                  |                                  |
| <b>Incumbent Name:</b>                      | Click or tap here to enter text. | <b>Desired Beginning Date:</b>       | 8/18/2026                        |                                  |                                  |
| <b>Position Supervisor:</b>                 | Seth Hill                        |                                      |                                  |                                  |                                  |
| <b>Action Requested by:</b>                 | Seth Hill                        | <b>Date:</b>                         | 8/17/2026                        |                                  |                                  |

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

| <b>APPOINTMENT AUTHORIZATION SIGNATURES</b> |  |                        |  |
|---------------------------------------------|--|------------------------|--|
| <b>Chief Financial Officer:</b>             |  | <b>Superintendent:</b> |  |
| <b>President:</b>                           |  | <b>Secretary</b>       |  |

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates