



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

Action Requested:	Filling Vacancy	Employee Category:	Support Staff	Employment Status:	Full Time
				If PT, No. of Hrs/Day:	
Certified Position:	Structured Paraprofessional	Subject/Grade/Activity/Sport:	JH	ESP Position:	Structure Room Paraprofessional
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Caleb Leetham			Hourly/Daily Rate of Pay:	\$15.00
Location:	JH	Certified Degree:		Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement		Step:		Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Levi Reddick	Desired Beginning Date:	01/12/2026		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	01/09/26		

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

### APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

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