

REQUISITION REPORT

ER115210	Curriculum & Instruction Coor	STATUS <u>A</u>	REQUESTED DATE: <u>10/12/2011</u>
801DA45914	CURRICULUM & INSTRUCT COORD	BOARD APPROVED DATE: _____	
LOCATION: <u>012</u> <u>HOCHS</u>		FTE: <u>1.00000</u>	
FISCAL YR: <u>2011-12</u>		EFFECTIVE YR: <u>C</u>	
BARGAINING UNIT: <u>DDWIAA</u>			
REASON CODE: <u>10</u> <u>NEW POSITION</u>		REPLACING/AFFECTED EIN: <u>5785</u> <u>HUTTEL, TERRI</u>	
Start Date: <u>10/12/2011</u>		Start Time: <u>08:00:00</u>	
Permanent Assignment: <input checked="" type="checkbox"/>		End Time: <u>04:00:00</u>	
Temp End Date: _____		Fulltime: <input checked="" type="checkbox"/>	
		Days Per Week <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
		FTE: 1.00000 Weeks/Year: <u>52.00</u>	

Job Description:

Coordinator of Curriculum & Instruction - See Job Description

Minimum Qualifications:

See Job Description

Desirable Qualifications:

See Job Description

Comments/Special Instructions:**Notes:**

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1216200401	114300	801DA45914	0.50	U
1030012000	114300	801DA01914	0.50	U

HUMAN RESOURCES USE ONLY

Empl ID:(EIN#)	NAME:		
Date Offered:	Date Accepted:	Start Date:	
Offer Type:	<input type="checkbox"/> Internal	<input type="checkbox"/> External	<input type="checkbox"/> LTS
Salary Index	Range:	Step:	Next Step Increase:
Vacation Time Accrual:	Sick Time Accrual:	Sick Bank: Oct <input type="checkbox"/> May <input type="checkbox"/>	
Eligibility: Benefits	Sick/Personal Leave	Holiday	Snow Day
Probation: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	# of months		
Notes:			

HR Signature: _____ Date: _____

CERTIFIED USE ONLY:

Minnesota Licensure:	Degree:	No. of Credits:
Need to pay for provisional: Yes / No Variance Needed for Position: YES / NO Count as Tenure: YES / NO		