

REQUISITION REPORT

ER114617 **CLIMATE COORDINATOR** STATUS A REQUESTED DATE: 07/05/2011

005TEXZ912 **CLIMATE COORDINATOR** BOARD APPROVED DATE: _____

LOCATION: 005 DISTRICT WIDE FTE: 0.60000

FISCAL YR: 2011-12 EFFECTIVE YR: N

BARGAINING UNIT: TEACHE

REASON CODE: 10 NEW POSITION REPLACING/AFFECTED EIN: _____

Start Date: <u>09/05/2011</u>	Start Time: <u>08:00:00</u>	M T W T H F	
Permanent Assignment: <input checked="" type="checkbox"/>	End Time: <u>04:00:00</u>	Days Per Week	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Temp End Date: _____	Fulltime: <input type="checkbox"/>	FTE: 0.60000	Weeks/Year: <u>38.00</u>

Job Description:

PROVIDE COORDINATION FOR THE PLANNING, IMPLEMENTATION AND EVALUATION OF THE PLAN TO ADDRESS THE DISTRICT'S AIM OF CREATING AND SUSTAINING A SAFE AND WELCOMING ENVIRONMENT. RESPONSIBILITIES GENERALLY INCLUDE COORDINATING STAFF DEVELOPMENT OPPORTUNITIES, WORKING WITH STAFF AND FAMILIES TO INTERVENE IN SITUATIONS OF BULLYING AND/OR HARASSMENT.

Minimum Qualifications:

A MASTER'S DEGREE IN EDUCATION OR A CLOSELY RELATED FIELD, OR AN EQUIVALENT COMBINATION OF EDUCATION, TRAINING AND/OR EXPERIENCE NECESSARY TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE WORK. MN TEACHING LICENSE.

Desirable Qualifications:

Comments/Special Instructions:

Notes:

Budget Key Code	Object	PCN #	Percentage FTE	Approved Status:
1204200414	114300	005TEXZ912	0.60	U

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HUMAN RESOURCES USE ONLY

Empl ID:(EIN#) _____ NAME: _____

Date Offered: _____ Date Accepted: _____ Start Date: _____

Offer Type: Internal External LTS

Salary Index _____ Range: _____ Step: _____ Next Step Increase: _____

Vacation Time Accrual: _____ Sick Time Accrual: _____ Sick Bank: Oct _____ May _____

Eligibility: Benefits _____ Sick/Personal Leave _____ Holiday _____ Snow Day _____ Vacation _____

Probation: Yes: _____ No: _____ # of months _____

Notes: _____

HR Signature: Tim Sworsky Date: 7/5/11

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