



Administrative & Supervisory Position Advertisement Form

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Rockville, Maryland 20850

MCPS Form 445-60
March 2017

INSTRUCTIONS: Please forward completed form with signatures to the Office of the Associate Superintendent, Human Resources and Development. Vacancies will not be posted without all signatures.

Office _____
Department _____
Division _____
Unit _____

Job Title _____ Grade _____

Interview Date ____/____/____

Target Board Date ____/____/____ Paperwork due to OHRD (3 weeks prior to Board of Education meeting) ____/____/____

New position. Has a job description been created? Yes No*

Existing position. Is the job description current? Yes No*

*If you answered "No" to either of the above, please contact Mrs. Dorie M. Mangan, Classification Coordinator, at Dorie_M_Mangan@mcpsmd.org.

Name of person being replaced _____

Reason: Retirement Resignation Transfer/Promotion

Position number (11 digits) _____

Grant funded position: Yes No If Yes, grant end date ____/____/____

Account # _____ Position start date ____/____/____

Advertisement Media

MCPS Careers Internal External/Internal Start Date ____/____/____ End Date ____/____/____

Other Media (if necessary) _____

Job specific information

(only unique aspects not included in the job description; limit to 50 words, not including title/office name)

Approvals. Signatures required below per your office protocol only.

Department Director Signature _____ Date ____/____/____

Associate Superintendent Signature _____ Date ____/____/____

Deputy/Chief Academic Officer Signature _____ Date ____/____/____

Chief Operating Officer Signature _____ Date ____/____/____