

# Recommendation for New Position

Sent By: cronkm

Sent To: User - cronkm

Sent On: 2/8/2023 9:37am CT

Not completed

## STEP 1 - COMPLETED BY HIRING SUPERVISOR

* Position Title:	Communications and Connections Coordinator
Date of informal approval by CFO or Supt: (email documentation of approval to CFO):	02/08/2023
* Anticipated Start Date:	04/03/2023
* Location/Building:	District Position
* Number of Hours per day:	8
* Number of Days Worked per year:	249
Number of Days Paid per year (including holidays):	260
* Reason:	Other
* Position Pay Rate:	TBD
*	<input checked="" type="checkbox"/> per year
* FTE Status:	full-time
* Is the position budget approved (confirm with CFO)?	Yes

Comments: (Please provide explanation for both the Business Office and the School Board)

This position will be at least partially funded through the STEM grant the corporation recently received and will support that grant through September 30, 2023.

Administrator/Hiring Supervisor Signature:

<b>X</b>	<b>Signed: Michelle Cronk</b> Stamped: 2/9/2023 9:38:04 AM; 72.12.201.2; User - cronkm - cronkm@wl.k12.in.us;
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## STEP 2 - COMPLETED BY ADMIN

Position Status:

CFO Signature:

## STEP 3 - COMPLETED BY HUMAN RESOURCES

Date Board Approved: