

**SKOKIE SCHOOL DISTRICT 73½
NEW HIRE / ASSIGNMENT CHANGE SHEET**

POSITION START DATE

MONTH/DATE/YEAR

NAME

IEIN #

DATE OF BIRTH

EMAIL

SOCIAL SECURITY #

PHONE #

(PLEASE PROVIDE THE BEST NUMBER TO CONTACT YOU AT)

ADDRESS

POSITION
HIRED FOR

REPLACED
STAFF MEMBER

CERTIFIED **CLASSIFIED** FULL-TIME PART-TIME

REGULAR SPECIAL EDUCATION ASSIGNMENT CHANGE CURRENT POSITION:
NEW POSITION:

TEMPORARY

<input type="checkbox"/> LONG-TERM SUBSTITUTE	EST. LENGTH OF
ASSIGNMENT START DATE	ASSIGNMENT
ANTICIPATED ASSIGNMENT END DATE	WEEKS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME:					
END TIME:					

BUILDING MEYER MIDDLETON McCracken DISTRICT

HIRED BY

THIS SECTION WILL BE COMPLETED BY THE SUPERINTENDENT'S OFFICE AND THE BUSINESS OFFICE

CERTIFIED EMPLOYEES

NUMBER OF YEARS EXPERIENCE _____

EDUCATION/DEGREE _____

HOURS OVER _____

SALARY _____ **APPROVED:** _____

NO BENEFITS BENEFITS

ORIGINAL: SUPERINTENDENT'S OFFICE
CC: BUSINESS OFFICE

CLASSIFIED EMPLOYEES

PARAPROFESSIONAL APPROVAL
(FOR INSTRUCTIONAL ASSISTANTS)

YES NO

FLUENT IN ONE OF DISTRICT'S TOP 5 LANGUAGES

LANGUAGES SPOKEN _____

1-Urdu 2-Spanish 3-Assyrian (Syriac) 4-Filipino (Tagalog) 5-Vietnamese

\$1.00 added to hourly rate

DAILY RATE HOURLY **APPROVED:** _____

\$ _____ \$ _____

\$1.00 ADDED TO BASE IF A TEACHING DEGREE _____

DEGREE

NO BENEFITS BENEFITS

DOCUMENT DATE: JULY 2020

HARD TO FILL POSITIONS

The Superintendent may grant bonus years of credit beyond a candidate's actual relevant experience (maximum total of 11 years of prior experience) if she or he determines that this action is necessary to compete for staff to fill positions where the demand significantly exceeds the supply.

Starting Salary

Number of Years of Experience x 3% = _____ %

Annual Salary

PROCEDURES FOR ADMINISTRATOR TO FOLLOW WHEN HIRING A NEW EMPLOYEE

- ADMINISTRATOR IS TO COMPLETE THE NEW HIRE SHEET AND FORWARD TO BUSINESS OFFICE.
- PRIOR TO BEGINNING EMPLOYMENT ALL PAPERWORK IN THE NEW HIRE BINDER MUST BE COMPLETED BY THE CANDIDATE AND SUBMITTED TO THE BUSINESS OFFICE AND SUPERINTENDENT'S OFFICE.
- AN EMPLOYEE MAY NOT BEGIN WORK WITHOUT A CURRENT MEDICAL AND TB TEST.
- AN EMPLOYEE MAY NOT BEGIN WORK WITHOUT THE DISTRICT RECEIVING THE RESULTS OF THE FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK.

CLASSIFIED

HIRING AN INSTRUCTIONAL ASSISTANT (PARAPROFESSIONAL)

IF THE CANDIDATE DOES NOT HAVE A TEACHING CERTIFICATE (A SUBSTITUTE CERTIFICATE IS NOT ADEQUATE) THEY MUST HAVE PARAPROFESSIONAL APPROVAL FROM THE STATE. IF NOT, THEY MUST COMPLETE THE APPROPRIATE PAPERWORK AND SUBMIT IT TO THE STATE AS SOON AS POSSIBLE.

CERTIFIED

ADMINISTRATOR MUST CHECK THAT CANDIDATE HAS NECESSARY DOCUMENTS:

RÉSUMÉ
TRANSCRIPTS
CURRENT TEACHING CERTIFICATE