

**SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
HUMAN RESOURCES DEPARTMENT**

**JOB DESCRIPTIONS – NEW AND REVISED  
APPROVAL REQUEST FORM**

Directions: Refer to the Job Descriptions – New and Revised Procedural Guidelines for complete instructions. Text added to an existing job description should be denoted by underlining, and deletions denoted by [brackets]. Once the job description is correctly formatted, have this form signed by the Cost Center Head, Executive Director, and Associate Superintendent. At least three weeks prior to a regularly scheduled Board meeting, send a copy of the completed new or revised job description, this form, and a justification letter to the Director of Human Resources for review. Also send an electronic version of the New or Revised job description to Missy McNatt in Human Resources. If you have any questions please call Human Resources at extension 31213.

To be completed by the Cost Center requesting a new or revised job description:

Job Description:     New       Revised

Job Description Title:    Administrative Assistant III/Bookkeeper –  
Communications and Community Relations      #359

Cost Center:      9075

  
\_\_\_\_\_  
Cost Center Head Signature

08/25/11  
\_\_\_\_\_  
Date

Electronically send the appropriately formatted and/or revised job description along with this approval form to Human Resources.

**APPROVALS:**

Executive Director: (Elementary, Middle or High)

\_\_\_\_\_  
Executive Director of Schools Signature

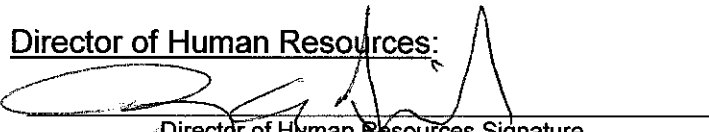
\_\_\_\_\_  
Date Approved

Associate Superintendent/Chief Operations Officer:

\_\_\_\_\_  
Ass't Superintendent's or Chief Operations Officer's Signature


\_\_\_\_\_  
Date Approved

Director of Human Resources:

  
\_\_\_\_\_  
Director of Human Resources Signature

8-25-11  
\_\_\_\_\_  
Date Approved

Executive Director of Human Resources:

  
\_\_\_\_\_  
Executive Director of Human Resources Signature

8-25-11  
\_\_\_\_\_  
Date Approved