

ONC BOCES Vacancy Posting Form

Job Title _____

Location of Position _____

Certification or Special Requirements _____

10 Month _____ 12 Month _____ Other _____

Information _____

Full-Time _____ Part-Time (specify FTE) _____ (AM vs PM, Summer Per Diem, Temporary etc)

Experience Required _____

Education Required _____

Salary Range _____ Start Date _____

Application Deadline _____

Special Posting Locations (Positions must be posted internally as per contract/policy for a minimum of 10 days)	ONC BOCES (Internal posting, ONC Website & OLAS) NY Job Bank Special Web Sites (specify) _____ Social Media (list) _____ Other _____
Newspaper Advertisements	Daily Star (Oneonta includes Cooperstown Crier) Times Union (Albany) Freeman's Journal (Kingston) CANNY/Adnet (many locations, regional or statewide specify locations) _____ Weekly Papers (specify) _____ SAANYS Other Newspapers _____ INTERNAL POSTING ONLY

Approximate dates for ads to run _____

Can advertisement be combined to save \$
 Yes No

Budget code for billing _____

Expected Interview Date _____ Expected Board Date _____

Previous employee _____

This sheet must be accompanied by information describing the position in detail. You must review the job description before posting or advertising positions to review position requirements. The information must include location, hours, and assignment information. For example, type of classroom and 1:1 vs General for LTA's.

Supervisor Signature _____ Date _____