LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources

REQUEST TO ANNOUNCE SCHOOL-BASED ADMINISTRATOR VACANCY

TO: Phyllis Bradford, Coordinator
Human Resources Beaudry Site-14th Floor
Tel. - (213) 241-6886; Fax – (213) 241-8403

Date: _____

FROM: _____
Local District Superintendent

I am requesting that an announcement and candidate evaluation be conducted for the following position:

1. _____ _____
Title Position Class Code Location Code

2. _____ Select One Title 1: Select One
School Name Local District Track: Select One

Selection Process (Check one)
☐ LEARN-approved waiver on file ☐ SBM-approved waiver on file
☐ Charter School ☐ Non-LEARN/Non-SBM or no approved waiver on file

3. Name of previous incumbent, if any _____

4. Reason for vacancy: Select One

_____
To (Position and Location)

5. Contact person: _____ _____
Name Telephone Number

_____ _____
Title Fax Number

6. Requested Filing Deadline: _____

7. Application Procedure:
☐ Letter of Interest or _____
☐ Resume with professional preparation or _____
☐ Letter of recommendation from
☐ current administrator ☐ teacher ☐ classified staff member
☐ parent/community member or _____
☐ Faxed Copies: ☐ Yes ☐ No

8. Brief School Description: (e.g. school calendar, % of second language learners, number of students, grade level configurations, etc.)

9. Brief listing of desirable qualifications: (e.g. bilingual, special experience in a particular areas, etc.)

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