

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES

JOB DESCRIPTIONS APPROVAL NEW AND REVISED

Instructions: Refer to Job Descriptions – New and Revised Procedural Guidelines for complete instructions. Call Human Resources (HR) at extension 31200 with any questions. Electronically send the appropriately formatted and/or revised job description with this approval form to HR.

- Text added to an existing job description should be denoted by underlining, and deletions denoted by [brackets]. The tracking option cannot be used on the job description document.
- Once the job description is correctly formatted, have this form signed by the Cost Center Head, Executive Director, and HR Executive Director.
- At least 3 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 Staffing Administrator of Human Resources for review.

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

Job Description ☒ New ☐ Revised

Job Description Title State and Federal Programs and Grants Project Administrator

Cost Center Office of Accountability & Choice (9016)

Denise Cantalupo

Cost Center Head Name (Print)


Cost Center Head Signature

10/20/21
Date

Approvals

Assistant Superintendent or
Executive Director Name (Print)

A. Foster

Assistant Superintendent or
Executive Director Signature



Date

10/31/21

HR Executive Director Name (Print)

D Schwied

HR Executive Director Signature

D Schwied

Date

10/29/21

HR Staffing Administrator Name (Print)

HR Staffing Administrator Signature

Date