

**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 Assistant Director Of Transportation

Cost Center 9030

Charlotte L Price  
Cost Center Head Name (Print)

[Signature]  
Cost Center Head Signature

4-15-22  
Date

**Approvals**

[Signature]  
Assistant Superintendent or  
Executive Director Name (Print)

[Signature]  
Assistant Superintendent or  
Executive Director Signature

4/17/2022  
Date

Dr. Allison Foster  
HR Executive Director Name (Print)

[Signature]  
HR Executive Director Signature

4/12/22  
Date

Danielle Schwled  
HR Staffing Administrator Name (Print)

[Signature]  
HR Staffing Administrator Signature

4/12/22  
Date