

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 High School Athletic Director

Cost Center 9004

Steve Canters  
Cost Center Head Name (Print)

[Signature]  
Cost Center Head Signature

3-3-22  
Date

**Approvals**

Assistant Superintendent or  
Executive Director Name (Print)

Alan S Foster

HR Executive Director Name (Print)\_

Assistant Superintendent or  
Executive Director Signature

[Signature]

HR Executive Director Signature

Date

5-2-22

Date

D. Schwied

HR Staffing Administrator Name (Print)

[Signature]

HR Staffing Administrator Signature

5/2/22

Date