

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231
PHONE (941) 927-9000 FAX (941) 927-4020

JOB DESCRIPTIONS APPROVAL NEW AND REVISED

Instructions: Access Job Descriptions – New and Revised Procedural Guidelines on the District Human Resources (HR) site/Employee Forms for complete instructions. Send the form electronically to HR with the appropriately formatted new or revised job description. Call HR at extension 31200 with any questions.

- 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, the form must be signed by the Assistant Superintendent, 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 HR Staffing Administrator for review.

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

Job Description ☒ New ☐ Revised

Job Description Title Farm Manager

Cost Center 9014

Tripp Jennings  3/27/23
Cost Center Head Name (Print) Cost Center Head Signature Date

Approvals

Ron D. P. L. 20  3/27/23
Executive Director Name (Print) Executive Director Signature Date

HR Executive Director Name (Print) HR Executive Director Signature Date

HR Staffing Administrator Name (Print) HR Staffing Administrator Signature Date