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 Cabinet Maker - 026

Cost Center 9029

Don Hampton	Don Hampton Digitally signed by Don Hampton Date: 2023.10.27 09:18:01 -04'00'	
Cost Center Head Name (Print)	Cost Center Head Signature	Date

Approvals

Jody Dumas		
Assistant Superintendent Name (Print)	Assistant Superintendent Signature	Date
Executive Director Name (Print)	Executive Director Signature	Date
Dr. Allison Foster		10/30/23
HR Executive Director Name (Print)	HR Executive Director Signature	Date
Danielle Schwied	DSchw	10/27/23
HR Staffing Administrator Name (Print)	HR Staffing Administrator Signature	Date

RET: Master, 2AY aft obsolete, GS1-SL 38