

**ST. LUCIE PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTIONS – NEW AND REVISED  
APPROVAL REQUEST FORM**

**Directions:** Please refer to the Job Descriptions – New and Revised Procedural Guidelines found on the back of this page for complete instructions. Text added to an existing job description should be denoted by underlining and deletions denoted by striking through text (~~striking through text~~). Once the job description is correctly formatted, complete this form and forward along with revised job description to Larin Lewis in Human Resources.

Approved job descriptions that are new or have salary changes will be placed on the following agenda for board approval.

If you have any questions, please call Human Resources at 429-7521.

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

Job Description:      New            Revised

Job Description Title: \_\_\_\_\_

Fund Source: \_\_\_\_\_

Description of Fund Source: \_\_\_\_\_

Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Send an electronic version of the new and/or revised job description and this completed approval form to [Larin.Lewis@stlucieschools.org](mailto:Larin.Lewis@stlucieschools.org).*

**APPROVAL:**

\_\_\_\_\_  
Signature of Appropriate Division Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Deputy Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Administrator

\_\_\_\_\_  
Date

**ST. LUCIE PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTIONS – NEW AND REVISED  
PROCEDURAL GUIDELINES**

**Directions:** Please refer to the instructions below when creating or revising a job description.

### **NEW JOB DESCRIPTION**

1. Refer to the Human Resources website at [www.stlucieschools.org](http://www.stlucieschools.org) for the approved Job Descriptions. This shall serve as a resource for developing new job descriptions.
2. Develop the Job Description, including the following required components:
  - a. Job Title
  - b. Qualifications
  - c. Knowledge, Skills, and Abilities
  - d. Reports to
  - e. Job Goal
  - f. Supervises
  - g. Duties and Responsibilities
  - h. Physical Requirements
  - i. Terms of Employment
  - j. Physical Demand Class
3. Submit the Job Description to the Human Resources Department for approval using the Job Description Approval Request Form (PER0175). Human Resources will forward the draft Job Description to the appropriate administrator(s) for approval.
4. Once all of the appropriate approvals are obtained, the Human Resources Department will submit the Job Description to the School Board for approval.
5. Upon approval by the Board, the Job Description will be added to the Human Resources Department website.

### **REVISED JOB DESCRIPTION**

1. Job descriptions shall be reviewed every 5 years. If no changes are required, a reviewed date will be entered in the upper right corner of the job description.
2. Follow the general guidelines as listed above for new job descriptions.
3. When making additions to an existing job description, denote the addition by underlining the added text.
4. When making deletions to an existing job description, denote the text to be deleted by striking through the text (~~striking through the text~~).