

Human Resources
200 North Bernard Street
Spokane, WA 99201-0282

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Replacement Position (Non-Represented)
Supplement Questionnaire to RFP

Position Title: _____

Work Location: _____

Approximate Date Position was last filled: _____

SPS is a great place to work, and as such, many of our employees have been in their positions for several years. Over time, some job functions may change due to changes in technology, programs, or District initiatives. To maximize the value each position brings, the District will periodically examine the actual job duties and workload required. Please complete the following questions and return to Human Resources by clicking Submit at the bottom. Human Resources may contact you for further information.

Have there been any upgrades or changes in technology impacting the duties of this position since it was last filled? Please describe.

Have there been any changes to workload or have programs been eliminated or added? Will this position be in your next budget proposal? Is there another position that could absorb some or all of the duties? Please describe.

Are there any updates needed to the Job Description, including skill and/or education requirements, or salary level? Please describe here, or forward a copy of marked up Job Description.

Principal/Supervisor Signature

Date

HR Signature

Date