



CAPE GIRARDEAU PUBLIC SCHOOLS

301 NORTH CLARK AVE • CAPE GIRARDEAU, MO 63701 • PHONE: 573-335-1867 • FAX 573-335-1820

Classified

Building: _____ **Position / Title:** _____

Is this a new position?

_____ Yes

_____ No, it will replace _____

Interview Committee Members:

Name

Position

Applicants Interviewed

Date

Time

Letter Sent

Professional Recommendations/Previous Employer Contacts:

Name/Position of Contact

Date

Comments

Please attach all interview notes/rating sheets and destroy any duplicate copies of application materials.

Committee Recommendation: _____

Date to begin work: _____

Salary Information:

Years of experience _____ Salary Schedule/Step _____

Circle salary step

Circle funding source

BA/BS

District (local funds)

BA/BS+18

Title: _____

MA/MS

SPED: _____ Local _____ Entitlement _____ Early Childhood

MA/MS+15

Other (specify):

MA/MS+30

Certification:

Paperwork must be received by DESE by **September 1st** for effective date to be beginning of school year

Yes/No Has 60 college hours or more

Yes/No Educational Transcripts have been reviewed and are attached

Yes/No Holds current substitute certificate

Yes/No Holds valid Missouri teacher certification for position

Yes/No Needs to take Missouri Educator Gateway Assessments (MEGA)

Date to be taken _____

APPROVALS:

Building Administrator/Supervisor

Date

Assistant/Deputy Superintendent

Date

Director of Federal Programs

Date

Human Resource Coordinator

Date