



MOP Co-Op Position Recommendation Form

DISTRICT INITIATING REQUEST: _____

POSITION REQUESTED: _____

New Position? YES (Provide a job description/duties of the position . . . preferably an electronic version)

NO Replacement for _____ (Include current job description/duties . . . preferably an electronic version)

District(s) Interested: _____

Future Implications: _____

Cost Projections (i.e. labor/salary/benefits/materials/equipment): _____

Requested Start Date: ____/____/____ End Date ____/____/____ (Check One Below)

Indefinite With possibility of extension

_____% Time Fixed / Variable _____ hours/day _____ days/week _____ hours/week

Schedule (i.e., 8-5, Monday-Friday) _____ or to be discussed

Person who will be the on-site Supervisor: _____

Work Location(s): _____

Other Pertinent Information: _____

If this is an urgent need and you have identified a candidate to be hired, please be prepared to discuss the following information with MOP Co-Op Director (or designee) in order to determine if limited non-recruitment is appropriate and will be approved:

1. Reason/justification for not running an open recruitment at this time and consequences if left unfilled until openly recruited?
2. How was candidate identified and selected?
3. Candidate's unique qualifications?
4. Need for position: Short-term (500 hours or less) or long-term (more than 500 hours); possibility of extension?

Requested By: _____

Contact Information: Phone (____) _____ Extension _____ E-Mail _____

Requesting Superintendent's Signature

Date

Approved by Local District Superintendent on _____

Received by MOISD Superintendent/MOP Co-Op Director on _____

Reviewed by MOP Co-Op Advisory Council on _____

Advisory Council Approved & Recommended to MOISD Board of Education

Advisory Council Denied

Reviewed by MOISD Board of Education on _____

Approved by MOISD Board of Education

Denied by MOISD Board of Education