

Chino Valley Unified School District
**VISUAL AND PERFORMING ARTS SPECIALIST
 TEMPORARY REQUISITION**

School: _____

Date Submitted: _____

VAPA Specialty: _____ (e.g. Dance, Cheer, Music, Band, Visual & Multi-Media Arts, etc.)

VAPA Position: ___1hr./day ___2hrs./day ___3hrs./day Elementary Only: ___5hrs./day

* The position selected determines the number of hours per day
 Specific days worked are based on the needs of the program (e.g. M, T, W, TH, F, Sa, Su).

Requested Start Date: _____ End Date: _____ *Total Workdays: _____
 *Total workdays not to exceed 124 days/school year

FISCAL DATA

Budget Number: _____

Estimated Budget Impact: \$59.98/hr. X Daily Hours X Total Workdays \$ _____
 (rate of pay \$57.72/hr. + medicare, unemployment, workers comp. taxes)

Recommended Employee: _____
 (Minimum of one (1) year experience in the targeted VAPA Specialty required)

Site Supervisor's Signature: _____ Date: _____

FISCAL DATA / VAPA PLAN VERIFIED

Access & Equity, Director: _____ Date: _____

Assistant Superintendent, CIIS: _____ Date: _____
Note: Must go to Divisional Head for approval before submitting to Human Resources

District Office Use Only

Position Control: _____

Verification Confirmation:Funding Approved: ☐ Yes ☐ No

Business Services Representative's Signature _____ Date: _____

DOJ Clearance (Date): _____ Hiring Prerequisites Complete (Date): _____

Human Resources Director: _____ ☐ Approved ☐ Denied Date: _____

HR Classified Technician Use ONLY

Board Approved Date: _____

Official Start Date: _____ Signature: _____