



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Director of Student Services	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Amy King Mably			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	JR/SR High School	Certified Degree:	MA	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	MA+24	Step:	3	Annual Rate of Pay:	71642.59
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
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Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Joe Viola	Desired Beginning Date:	8/3/2026		
Position Supervisor:	Hattie Llewellyn/Brandon Radford				
Action Requested by:	Hattie Llewellyn	Date:	3/16/2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates