



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Certified	Employment Status:	Part-time (PT)
Certified Position:	Guidance Counselor	Subject/Grade/ Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	.64 FTE (122 days)
NEW EMPLOYEE INFORMATION / PLACEMENT				ESP Position:	Choose an item.
Name:	Shannon Crum	Certified Degree:	MA	Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Elementary School	Step:	0	Additional Hours:	24
Salary Schedule Placement	MA+24	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	36,995.27
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:		Desired Beginning Date:			
Position Supervisor:	Chelsea McGlothlin				
Action Requested by:	Chelsea McGlothlin	Date:	7/31/2026		

(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