



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Teacher	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Special Education Teacher	Subject/Grade/Activity/Sport:		ESP Position:	
Name:	Kayla England			Hourly/Daily Rate of Pay:	
Location:	New Berlin Elementary	Certified Degree:	BS	Additional Hours:	
Salary Schedule Placement	BS	Step:	4	Annual Rate of Pay:	\$44,527.11
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	N/A	Desired Beginning Date:	09/28/26		
Position Supervisor:					
Action Requested by:	Suzanne Keller	Date:	09/22/26		

(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