

**WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA**

**POSITION REQUEST**

**ITEM 1: PERSONNEL REQUISITION**

**DATE:** 9/28/10

**Budget Year: 2010 - 2011**

**Budget Code: 01-5900-000-00-00-000/194**

**Contingency Budget: 01-5900-000-00-00-000/194**

**Position Title: Warren County School District Public  
Relations Coordinator**

**# Hours per day:**  
**From: To:**

**Assigned School for the Year: WCSD**

**Salary (check one):**

☒ \$ 520 \_\_\_\_\_

☐ Commensurate with qualifications and experience

☒ Per contract or salary plan

**Type of Employment (check all that apply):**

☐ Permanent

☐ Temporary

☒ Supplemental Contract

☐ Administrative

☐ Certificated

☐ Support

**Reason (check applicable reason):**

☒ New Position

☐ Increased workload (temporary only)

**Justification: Why do you need this position filled? (Please be specific)**

**1. Publish issues to promote the activities and accomplishments of the students and staff of the WCSD**

**2.**

**3.**

**4.**

**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: October 12, 2010

**Journals and newspapers:**

- ☐ Warren Times Observer      ☐ Jamestown Post Journal      ☐ Erie Times  
☐ Pittsburgh Post Gazette      ☐ PA State Colleges  
☒ Other  
☐ Professional Journals (Please provide title, exact address, phone number & fax number)

Internal Posting

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**ITEM 3: QUALIFICATIONS** (Specify required or preferred education, skills and experience as appropriate. Attach a copy of the job description for the position which lists job classifications, starting and ending dates of position and the exact number of hours and times to be worked.)

Journalism

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**ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE** (Designate Chair)

Director of Secondary Education - Chair, Supervisor of Athletics/Co-Curricular Activities.

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**ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES**

**Experience, Seniority**

**REQUESTED BY:**

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Superintendent Signature**

\_\_\_\_\_  
**Date**



# EISENHOWER MIDDLE / HIGH SCHOOL

Warren County School District  
3700 Route 957 • Russell, PA 16345  
Phone: (814) 757-8878/8879 • Fax: (814) 757-8516

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*Gary L. Weber – Principal*

*Erik C. Leamon – Assistant Principal*

To: Mr. James Miller  
Athletics – Central Office

From: Mr. Gary Weber  
Principal EMHS

Date: September 1, 2010

**RE: Supplemental Contract**

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Crystal Howe acted as director for our Journalism-Newspaper (Squire) during the 2009-2010 school year for which she did not receive compensation. This was an oversight on our part. The faculty handbook indicates she should have received \$ 498.00 for these services. We are requesting that this be taken from the contingency fund to pay her for serving as Newspaper advisor during that time period.

She will also be advisor of the Journalism- Newspaper (Squire) for the upcoming school year 2010-2011. Non-athletic Supplemental Contract of \$518.00 for 2010-2011. We would like a supplemental contract for this year.

Thank you,

Gary L. Weber