

# WARREN COUNTY SCHOOL DISTRICT

## NEW POSITION REQUEST FORM

### ITEM #1: PERSONNEL REQUESTION INFORMATION

DATE: May 24, 2021

Budget Year: 2021/2022

Budget Code: 0128180000035000/140

Contingency Budget: Click or tap here to enter text.

Position Title: Data Systems Specialist

Hours per day: 8

Assigned School for the Budget Year: Technology

Start Date: July 1, 2021

#### Salary (check one):

- ☐
- ☐ Commensurate with qualifications and experience
- ☒ Per negotiated contract or employment agreement

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Permanent             | <input type="checkbox"/> Temporary                            | <input type="checkbox"/> Individual Contract    |
| <input type="checkbox"/> Act 93 – Certificated | <input checked="" type="checkbox"/> Act 93 – Non-Certificated | <input type="checkbox"/> Administrative Support |
| <input type="checkbox"/> WCEA                  | <input type="checkbox"/> WCESPA                               |   |

#### Reason for Request (please be specific):

We are no longer going to outsource technology work and will need this position in the District. This would be a position that we would absorb from the outsourced company and one that is necessary for continued technology department operation.

### ITEM #2: REQUEST FOR ADVERTISING (check all that apply)

- ☐ Warren Times Observer      ☐ Jamestown Post Journal      ☐ Erie Times
- ☐ Pittsburgh Post Gazette      ☐ College Central
- ☐ Other (please provide title, address, phone and FAX numbers): Click or tap here to enter text.

### ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)

Minimum of a Bachelor's degree in Sociology. Minimum of 5+ years in education with experience in leading professional development. Experience in data analysis and data analytics, data blending, and coding. Experience in strategic planning and intervention. Ability to disseminate information to stakeholders in a comprehensive and strategic manor. Strong inter-personal and communication skills;

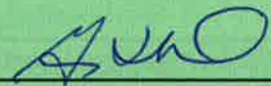

capable of writing proposals, acting as a vendor liaison, making presentations and working closely with district faculty, Administrators, Directors, Superintendents and Board of School Directors.

**ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)**

Gary Weber

**ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES**

Knowledge, Experience, Education, Technical Ability

<b>REQUESTED BY:</b>		<b>APPROVED BY:</b>	
<hr/>		<hr/>	
<b>Administrator Signature</b>	<b>Date</b>	<b>Director Signature</b>	<b>Date</b>
			5/21/21
		<hr/>	<hr/>
		<b>Superintendent Signature</b>	<b>Date</b>
			
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