

WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUISITION INFORMATION

DATE: April 12, 2022

Budget Year: 2022/2023

Budget Code: 01-2440-990-00-55-

065/120/211/212/213/220/230 (ESSER-III) project 26

Contingency Budget: Click or tap here to enter text.

Position Title: Certified School Nurse

Hours per day: WCEA certificated position

Assigned School for the Budget Year: Itinerant

Start Date: August 29, 2022

Salary (check one):

- WCEA Agreement
 Commensurate with qualifications and experience
 Per negotiated contract or employment agreement

Type of Employment (check all that apply):

- Permanent Temporary Individual Contract
 Act 93 – Certificated Act 93 – Non-Certificated Administrative Support
 WCEA WCESPA

Reason for Request (please be specific):

The district continues to experience an increase of need for school health services in all buildings. The demand for nursing services is a consistent area of need year to year since spring 2020. Over the last two years, the Office of Pupil Services has attempted to staff support nurse positions however two (2) positions remain vacant due to lack of qualified candidates and one (1) open due to a leave. The District is experiencing a shortage, particularly during the COVID19 pandemic, as it relates to increased services and lack of staff – and at times unable to accommodate field trips, extracurricular activities, and/or day to day duties.

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): WCESD website

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




Valid PA certificate as a school nurse required, RN degree in nursing preferred, First Aid and CPR certification, PA driver's license and access to a personal vehicle, and required school clearances.

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

Dr. Patricia Hawley-Mead (chair), Paul Crider, and Louise Tharp

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

Job description, PA certification criteria, and ACCESS billing qualifications.

REQUESTED BY:		APPROVED BY:	
			
_____ Administrator Signature	_____ Date	_____ Director Signature	_____ Date
		_____ Superintendent Signature	_____ Date