

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 9/25/13

Budget Year: 2013-14

Budget Code:

Contingency Budget:
Funding will come from ACCESS funds.

Position Title:
Attendance Area Aide

Hours per day: 6 hours
From: To:

Assigned School for the Year:
YHS

Salary (check one):

- \$ _____
- 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. Number of students in AS/ES program have increased with a need for staff in the refocus room.
- 2.
- 3.
- 4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: 10/16/13 or sooner if possible

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)

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.)

Aide specifications according to contract.

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

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

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