

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 9/20/06

Budget Year:

2006/2007

Budget Code:

01-1100-000-00-00-563 #120

Contingency Budget:

220 - Social Security
230 - Retirement

260 - Worker's Comp.
211 - Medical

212 - Dental
213 - Life Ins.

Position Title:

Cyber School Program Student Liaison

Hours per day:

from:

to:

Assigned School for the Year:

One position in each Attendance Area (4)

Salary (check one)

☒

\$ 1,573

☐

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. The Board approved Cyber School Program (CSP) requires professional staff to monitor cyber students' attendance, academics, and social involvement in school activities.

2. The CSP Student Liaison will be the primary contact between a student's home and the school.

3.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: Board approval on Oct. 9, 2006 - 10 day posting/start Oct. 25, 2006

Journals and newspapers

- ☐ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other Internal Posting
☐ 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, start and ending dates of position and the exact number of hours and times to be worked.)

WCSD teacher in each of 4 attendance areas
See attached CSP Liaison Job Description

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

Recommended by Dr. J. Hugh Dwyer and approved by Superintendent with action by Personnel Committee and WCSD Board of School Directors

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Senior qualified bidders

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

Warren County School District

CYBER SCHOOL PROGRAM STUDENT LIAISON JOB DESCRIPTION

A. GENERAL RESPONSIBILITIES

The function of the Cyber School Program (CSP) Liaison is to serve as the primary contact between the school and the CSP student's family and the student. The CSP Liaison works under the coordination of the District On-line Coordinator and is evaluated by the Assistant Superintendent.

B. SPECIFIC RESPONSIBILITIES

1. Monitor each student's attendance and report problems to the principal.
2. Monitor each student's academic work and progress; assist students needing occasional tutoring or refer the student to the principal.
3. Consult with the IU5 Cyber Services staff as needed.
4. Keep students and parents advised of athletic and extracurricular activities, school social activities, field trips and academic opportunities. Facilitate CSP student involvement in such activities.
5. Proctor student's cyber course tests or arrange for proctoring.

C. Duties

1. Meet regularly with the principal.
2. Maintain regular contact with the student and/or parent.
3. Cooperate with and seek advice from the District On-Line Coordinator.