

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: October 2007

Budget Year:
2007-08

Budget Code:
01-02

Contingency Budget:

01-5900-000-000-000-0-120

Position Title:

Grade 3 Grounds Crewman

Hours per day:

from: 7:00 to: 3:30

Assigned School for the Year:

All

Salary (check one)

- ☒ \$ 13.43/hr
☐ 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. To meet the desire of the Board and the public to have well maintained athletic grounds and school properties. (Please see: Justification -Item 1: Grounds' Maintenance.)
2. Cost savings by reducing overtime. (Please see: Justification - Item 2: Cost savings to Reduce Overtime.)

3.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: November 13, 2007

Journals and newspapers

- ☐ Warren Times Observer ☐ Jamestown Post Journal ☐ Erie Times
☐ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other Internal Posting - WCSD Web Site
☐ 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.)


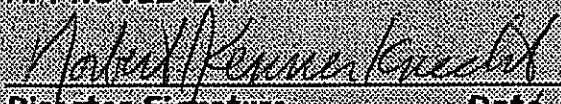
Please see attached Job Description.

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

Norbert J. Kennerknecht, Pd.D.; Director of Buildings and Grounds
Boyd Freeborough; Quality Assurance Supervisor

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Please see attached Job Description.

REQUESTED BY:		APPROVED BY:	
			
Administrator Signature	Date	Director Signature	Date
			10/24/07
		Superintendent Signature	Date