

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: June 12, 2008

Budget Year:

2008-2009

Budget Code:

Title I Grant Monies

Contingency Budget:

Position Title:

Secretary To a Director

# Hours per day:

from: 8:00 to: 4:00

Assigned School for the Year:

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.

Please see attachment

2.

3.

**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: Aug 2008

**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, start and ending dates of position and the exact number of hours and times to be worked.)

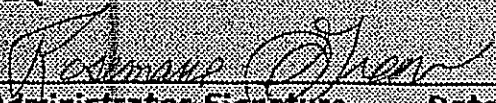

Accounting skills      Ability To work with people  
Computer skills      Organization skills      Past work experience

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

Director  
2 CO Secretaries

**ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES**

Ability To do an accounting spread sheet  
Ability To use Word and Excel  
Ability To prioritize work Tasks  
Communication skills

<b>REQUESTED BY:</b>		<b>APPROVED BY:</b>	
			
Administrator Signature	Date	Director Signature	Date
			<u>6-12-08</u>
		Superintendent Signature	Date

## Justification for the change from Class A Secretary to Secretary to a Director

The Board has asked that we evaluate secretarial positions as they become open. I will have an open secretary position in August. My secretary of 12 years is leaving to take a position in a school. I am requesting permission to change the category of this position from an A secretary to a "Secretary to a Director." By changing this position to "Secretary to a Director", it more accurately reflects the job that it is today as opposed to the job it was when originally posted. Because this job supports so many programs crucial to the district, I feel this change in title and salary will make it more attractive to the type of qualified candidate with the skill set needed to be successful in this position.

Twelve years ago when the Federal Programs secretary position was first established, it was to support one grant – Title I. The budget for that grant was about \$850,000. The responsibilities for this job have grown exponentially over the years. This secretary now manages the budgets for Title I, Title IIA, Title V, the Educational Assistance Program grant (tutoring), the Inclusive Practices grant, the School Improvement grant and the Accountability Block grant that has four separate budgets to manage (tutoring, full day kindergarten, professional development and class size reduction). The monetary sum of all these program budgets is in excess of \$2.5 million. Monitoring these budgets involves payroll reporting, quarterly reports, state and federal reports and cross referencing the District cost reports for accuracy and proper payment posting. If we calculated just the regular reports needed for the state over the course of the year, it would be a minimum of 26. This, of course, would not include any new grants which may become available.

Additionally, this secretary also processes all conference requests and reimbursements for the teaching staff and administrators, files multiple federal reports and sets up meetings and trainings as required by the various grants. Part of this responsibility includes tracking expenditures to make sure grants are spent down according to the submitted program. Finally, this secretary also supports the budget development of new grants as they are written each year.

All of these responsibilities are in addition to the usual secretarial responsibilities of answering the phone, putting student rosters in Pentamation, filing, typing, setting up meetings, working with both state and federal auditors, etc.

This position is fully grant funded by the Title I grant and there are dollars available to fund the increase in salary that would come with the change in the position. The difference in salary between the two positions is minimal. The salary for the current A position is \$12.85 hr. (\$23,387 yr). The salary for the Secretary to a Director position is \$13.50 hr (\$24,570 yr). These additional dollars would not take away from the educational dollars that are needed to support students.

This is a challenging job that requires outstanding organizational skills, accounting skills, technology skills and the ability to learn new reporting requirements quickly. Because of the responsibilities of this job, I need to have a secretary with a very specific set of skills and changing the title of the position will allow me to recruit applicants that are more likely to fit the job. I cannot emphasize enough how crucial this position is to maintaining our current grant funding as well as continuing our successful professional development programs.