

**WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA**

**POSITION REQUEST**

**ITEM 1: PERSONNEL REQUISITION**

**DATE:** 04/08/09

**Budget Year: 2009-2010**

**Budget Code: To Be Determined**

**Contingency Budget:**

**Position Title: Principal (Assigned to Athletics & Co-Curricular Activities)**

**# Hours per day: 7.5**  
**From: FLEXIBLE**

**To:**

**Assigned School for the Year: Central Office**

**Salary (check one):**

- ☐ \$ \_\_\_\_\_
- ☐ Commensurate with qualifications and experience
- ☒ Per contract or salary plan – ACT 93 Agreement

**Type of Employment (check all that apply):**

- |  |                                       |  |
|--|---------------------------------------|--|
| <input checked="" type="checkbox"/> Permanent      | <input type="checkbox"/> Temporary    | <input type="checkbox"/> Supplemental Contract |
| <input checked="" type="checkbox"/> Administrative | <input type="checkbox"/> Certificated | <input type="checkbox"/> Support               |

**Reason (check applicable reason):**

- ☒ New Position
- ☐ Increased workload (temporary only)

**Justification: Why do you need this position filled? (Please be specific)**

**1. Person currently in the position is retiring. He is a teacher on special assignment working 186 days and additional days at a per diem rate as well as a supplemental. The new position created will be a 260 day administrative position with no supplemental or per diem days. The new position will be under the ACT 93 Agreement.**

**2.**

**3.**

**4.**

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**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: May 13, 2009

**Journals and newspapers:**

- ☐ Warren Times Observer      ☐ Jamestown Post Journal      ☐ Erie Times  
☐ Pittsburgh Post Gazette      ☐ PA State Colleges  
☒ Other – Internal Online Posting  
☐ Professional Journals (Please provide title, exact address, phone number & fax number)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**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.)

Please see attached job descriptions which include all administrative principal positions as duties dictate possible substitution for current principals who may be absent for a day or two.

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

Dr. Karen L. Pascale – Chairperson  
Mrs. Amanda Hetrick  
Mr. Jack Werner  
Administrator

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

- PA K-12 Principal certificate preferred
- Experience as an instructional leader and extensive knowledge of athletics and programs
- Experience in teaching, counseling, administration, scheduling, PIAA Regulations and coaching in grades K-12 preferred.

**REQUESTED BY:**

Karen L. Pascale 4-8-09  
Administrator Signature      Date

**APPROVED BY:**

Amanda Hetrick 4-13-09  
Director Signature      Date

Karen L. Pascale  
Robert E. Merrill  
Superintendent Signature      Date