

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 12/14/2009

Budget Year:

2009-2010 Ellwood Grant

Budget Code:

Contingency Budget:

Position Title:

Manufacturing Advisor

# Hours per day: 50 hours per

From: To: month

Assigned School for the Year:

WCCC

Salary (check one):

- ☐ \$ negotiated rate not to exceed \$8700.00
- ☐ 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. Received the Ellwood Tax Credit Grant for 2009-10
2. This position is in grant application.
3. Our Partnership w/ Ellwood creates unique educ. opportunities
- 4.

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**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: Feb. 2010

**Journals and newspapers:**

- ☐ Warren Times Observer      ☐ Jamestown Post Journal      ☐ Erie Times  
☐ Pittsburgh Post Gazette      ☐ PA State Colleges  
☒ Other *In House - Kelly Services*  
☐ 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.)

*Job Descript. attached*

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**ITEM 4: MEMBERSHIP OF THE SEARCH COMMITTEE** (Designate Chair) *Delores Benz*  
*Dana Kruse, Jim Mechling*

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

*Documented Experience as a machinist in metal cutting*  
*Communication Skills ability to present as a Guest Lecturer*  
*Knowledge of employability skills*

**REQUESTED BY:**

*Delores Benz*      *12/15/2009*  
\_\_\_\_\_  
Administrator Signature      Date

**APPROVED BY:**

*Amanda B. Hickey*      *12-17-09*  
\_\_\_\_\_  
Director Signature      Date

*Robert E. Jervell*      *12/17/09*  
\_\_\_\_\_  
Superintendent Signature      Date

### Manufacturing Advisor--Grant Position

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The successful candidate will be an individual that has a machining background in the metal cutting industry. This individual must be familiar with all nine levels of NIMS certification preferably as a MET-TECH Inspector for NIMS certification. This candidate will present as a guest lecturer for the students and teacher in the business areas of employability skills, machining skills and quality control skills. The individual will act in the capacity of a consulting occupational advisory member. The successful candidate will work on an hourly basis at a rate defined by the grant guidelines. The schedule requirements will be flexible and on an "as needed basis" working approximately 15 hours per week up to 50 hours per month.

Applicants.....

The anticipated start date for this position will be February 1, 2010. This position will be filled during the timeline of the grant.

PLEASE POST

PLEASE POST

POSTING

MEMORANDUM

TO: All employees

FROM: Superintendent of Schools  
Warren County School District Human Resource Office

SUBJECT: **POSITION OPENINGS**

**POSTING DATE:**  
**EXPIRATION DATE:**

Warren County  
Career Center

**MANUFACTURING ADVISOR**

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The successful candidate will be an individual that has a machining background in the metal cutting industry and must be familiar with all nine levels of NIMS certification preferably as a MET-TECH Inspector for NIMS certification. This candidate will present as a guest lecturer for the students and teacher in the business areas of employability skills, machining skills and quality control skills and will act in the capacity of a consulting occupational advisory member. The schedule requirements will be flexible and on an "as needed basis" working approximately 15 hours per week and up to 50 hours per month during the timeline of the grant and at a rate equal to the negotiated hourly rate for instruction. This position is a supportive position funded by a local grant. Applicants must submit cover letter, resume, transcripts, 3 letters of recommendation, Act 34, Child Abuse History Clearance and FBI Clearance. Questions concerning this assignment should be directed to Mrs. Delores Berry, Principal, Warren County Career Center (726-1260). The anticipated start date for this position will be February 10, 2010.

Applicants desiring to bid for a position shall submit a written notice to the Office of Human Resources by 4:00 p.m. on the expiration date of the posting. Please include your address and telephone number. Act 34 Clearance, Child Abuse History Clearance and FBI Clearance are required for all positions within the Warren County School District.

The Warren County School District does not discriminate based upon sex, race, creed, national origin, age, religion or handicapping condition. Questions and/or concerns regarding discrimination should be referred to the Human Resource Office of the Warren County School District.

PLEASE POST

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