

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 10/24/12

Budget Year: 2012/2013

Budget Code: 01-1290-000-00-00-113/190

Contingency Budget:

Position Title: BUILDING AIDE

Hours per day: 4.5
From: To:

Assigned School for the Year: WARREN AREA ELEMENTARY CENTER

Salary (check one):

- ☐ \$ 10.43 / HOUR
☐ 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. MEET THE NEEDS OF SPECIAL NEEDS STUDENTS AT WARREN AREA
ELEMENTARY CENTER

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: IMMEDIATELY

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

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

NO INTERVIEWS ANTICIPATED. WILL RECALL SUSPENDED TEACHER AIDE.

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

NA

REQUESTED BY:

[Signature]

Administrator Signature

Date

APPROVED BY:

[Signature]

Director Signature

Date

10/25/12

[Signature]

Superintendent Signature

Date