

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 4/25/13

Budget Year: 2013-2014

Budget Code: 01-1100-000-11-40-000/120

Contingency Budget:

Position Title:

ELEMENTARY INSTRUCTOR

Hours per day: Per Union Contract

From: To:

Assigned School for the Year:

ALEGHENY VALLEY ELEMENTARY SCHOOL

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. INCREASED ENROLLMENT

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: August 2013

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)

NONE

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.)

ELEMENTARY CERTIFICATION

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

NA

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

NA

REQUESTED BY:

CB
Administrator Signature

Date

APPROVED BY:

[Signature]
Director Signature

4/25/13
Date

Superintendent Signature

Date