

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE:

10/18/13

Budget Year:

2013-14

Budget Code:

Contingency Budget:

Position Title:

Grade IV Helper

# Hours per day:

From: 10:10 am To: 1:00 pm

Assigned School for the Year:

AVES

Salary (check one):

☒ \$ 8.22

☐ 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 meal volume due to SES.

2.

3.

4.

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**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: ASAP (sub needed until hire)

**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)
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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.)

Per Grade IV Helper job description

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

The Nutrition Group

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

Per job description.

**REQUESTED BY:**

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

**APPROVED BY:**

  
Director Signature

10/18/13  
Date

  
Superintendent Signature

10/18/13  
Date