

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: February 5, 2016

Budget Year:

2015-2016

Budget Code:

Contingency Budget:

Position Title:

BUILDING AIDE

Hours per day: (7) SEVEN

From:

To:

Assigned School for the Year:

WAEC

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. THE POSITION REPLACES A VACANCY @ WAEC DUE TO THE REASSIGNMENT OF AN EXISTING MAA TO PROVIDE SERVICES TO A STUDENT WITH VERY SPECIFIC MEDICAL NEEDS.

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: N/A

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.)

REFER TO POSTING

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

LESLIE COLLOPY,

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

REQUESTED BY:

CJS 2/15/16

Administrator Signature

Date

APPROVED BY:

Peter H

Director Signature

2.5.2016

Date

CJS 2/15/16

Superintendent Signature

Date