

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 2-4-12

Budget Year: 15-16

Budget Code:

Contingency Budget:

Position Title: Elementary Instructor

Hours per day:

From:

To:

Assigned School for the Year: Sheffield Elementary

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. Class size has continued to creep past 30 as the year has progressed

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: ASAP

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)

Marcia Medigan

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

to be determined by interview team

REQUESTED BY:

APPROVED BY:

Administrator Signature

Date

Director Signature

Date

CJS
Superintendent Signature

2/18/11
Date