

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: FEBRUARY 22, 2016

Budget Year:

2015-2016

Budget Code:

Contingency Budget:

Position Title:

MEDICAL AIDE ASSISTANT

Hours per day: 7

From: To:

Assigned School for the Year:

ATTENDANCE AREA

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. MEDICAL AIDE ASSISTANT IS NECESSARY TO SUPPORT SPECIFIC HEALTH/
MEDICAL NEEDS FOR A CHILD RECEIVING CHAPTER 14 SERVICES.

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: _____

Journals and newspapers:




- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Warren Times Observer | <input type="checkbox"/> Jamestown Post Journal | <input type="checkbox"/> Erie Times |
| <input type="checkbox"/> Pittsburgh Post Gazette | <input type="checkbox"/> PA State Colleges | |
| <input type="checkbox"/> Other | | |
| <input type="checkbox"/> 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)

PATRICIA HAWLEY AND LESLIE COLLOPY

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

REQUESTED BY:		APPROVED BY:	
	<u>2-22-2016</u>		<u>2-22-2016</u>
Administrator Signature	Date	Director Signature	Date
(HAWLEY)			<u>2/23/16</u>
		Superintendent Signature	Date