

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: DECEMBER 31, 2018

Budget Year: 2019-2020

Budget Code: 01-4290-
01-2420/20

Contingency Budget:

Position Title: OCCUPATIONAL THERAPIST

Hours per day: WCEA
From: To:

Assigned School for the Year: WARREN COUNTY SCHOOL DISTRICT - ITINERANT

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. SERVICE DELIVERY OF OCCUPATIONAL THERAPY - INCLUDING DIRECT AND INDIRECT SERVICES.
2. THE WCESD SEEKS TO END SERVICE DELIVERY VIA CONTRACTED SERVICES WITH THE IUS BY STAFFING AN OCCUPATIONAL THERAPIST.
- 3.
- 4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: 2019-2020

Journals and newspapers:

- ☒ Warren Times Observer ☐ Jamestown Post Journal ☒ Erie Times
☒ Pittsburgh Post Gazette ☐ PA State Colleges
☒ Other INDEED.COM
☐ 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.)

- GRADUATE OF AN ACCREDITED OCCUPATIONAL THERAPY PROGRAM, PREFERENCE GIVEN TO CANDIDATE WITH A MASTER'S DEGREE AND ONE YEAR EXPERIENCE IN A SCHOOL SETTING.
- CURRENTLY LICENSED AS AN OCCUPATIONAL THERAPIST IN THE STATE OF PENNSYLVANIA

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

DR. PATRICIA HAWLEY - CHAIR
MRS. LESLIE BLOOMGREN
MR. STEVE EDWARDS

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

JOB DESCRIPTION

REQUESTED BY:

Peter L. Hawley

Administrator Signature

12-31-2018

Date

APPROVED BY:

Peter L. Hawley

Director Signature

12-31-2018

Date

CSS

Superintendent Signature

1/31/19

Date