

WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUISITION INFORMATION

DATE: September 10, 2021

Budget Year: 2021/2022

Budget Code: 01-1290-989-00-55-064/120 (0.5

EL) 01-1240-989-00-55-064/120 (0.5 LS)

Contingency Budget: Click or tap here to enter text.

Position Title: English Language (0.5) & Special Education (0.5)

Hours per day: WCEA full-time

Assigned School for the Budget Year: Itinerant

Start Date: October 4, 2021

Salary (check one):

- ☒ WCEA Agreement
- ☐ Commensurate with qualifications and experience
- ☐ Per negotiated contract or employment agreement

Type of Employment (check all that apply):

- ☒ Permanent
- ☐ Temporary
- ☐ Individual Contract
- ☐ Act 93 – Certificated
- ☐ Act 93 – Non-Certificated
- ☐ Administrative Support
- ☒ WCEA
- ☐ WCESPA

Reason for Request (please be specific):

The district continues to experience an increase of need for English Language services in all buildings and special education programs to accommodate students with disabilities in COVID-19 quarantine/isolation. The Office of Pupil Services has seen an increase of EL referrals, and as of 9/1/2021 the existing contracted provider is no longer able to staff the position for WCSD. The need for special education services has increased as a result of the COVID19 pandemic.

ITEM #2: REQUEST FOR ADVERTISING (check all that apply)

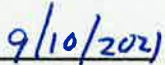
- ☐ Warren Times Observer
- ☐ Jamestown Post Journal
- ☐ Erie Times
- ☐ Pittsburgh Post Gazette
- ☐ College Central
- ☒ Other (please provide title, address, phone and FAX numbers): WCSD website

ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)

Valid license; Master's level special education AND English as a Second Language (ESL) PK-12); use of personal automobile, valid auto insurance; and minimum of three (3) years experience desired

ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)
Dr. Patricia Hawley (chair), Paul Crider, and Joshua Vincent.

ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES
Job description and certification criteria.

REQUESTED BY:		APPROVED BY:	
			
Administrator Signature	Date	Director Signature	Date
			
		Superintendent Signature	Date