

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 8-22-07

Budget Year:

2007-2008

Budget Code:

01 1100 000 10 00 000 - 190

Contingency Budget:

Full Day Kindergarten aide salary

Position Title:

Kindergarten Bus Aide

# Hours per day: Three

from: 7:00 AM to: 8:30 AM

Assigned School for the Year:

AVES

and 2:45-4:15 PM - Proposed

Salary (check one)



\$ 10.83 per hr.



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.

Safety and comfort of Kindergarten students

2.

3.



**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: Aug. 29, 2007

**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)

✓ WCPD inter-District communication

**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, start and ending dates of position and the exact number of hours and times to be worked.)

- appropriate clearances
- experience working with children
- good oral communication skills

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

Dr. Karen Pascale, chair  
Mark Rondinelli  
Kindergarten or other elem. Teacher (AVES)

**ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES**

- appropriate clearances or able to obtain
- experience working with children
- good oral communication skills

**REQUESTED BY:**

[Signature] 8-21-07  
Administrator Signature      Date

**APPROVED BY:**

\_\_\_\_\_  
Director Signature      Date

[Signature]  
Superintendent Signature      Date