

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 10/18/2011

Budget Year: 2011-2012

Budget Code: 0127100000035000-150

Contingency Budget:

Position Title: Class A Secretary

Hours per day: 7
From: 8 am To: 4 pm

Assigned School for the Year: 1/2 day to the Transportation Department
1/2 day to South Street Early Learning Center

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. This Class A position is to replace the current Class B position.
2. The Class B position does not work well with the Transportation department as we plan routes, assign students, distribute mass mailings, complete State Reimbursement reports over the summer months when the secretary is off.
3. With the reorganization of how the transportation is run for the district, workload has been taken off the school secretaries and bus contractors but increased for the Transportation Department.
4. This position would take on the additional responsibility of arranging the meetings with the hearing officer.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: _____

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.)

Applicant must be proficient in Microsoft Word, Excel and Access

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

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

REQUESTED BY:

Michael R. Jewell 10/18/11
Administrator Signature Date

APPROVED BY:

[Signature] 10/18/11
Director Signature Date

[Signature] 10/18/11
Superintendent Signature Date