

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: April 19, 2012

Budget Year: 2012-2013

Budget Code:

Contingency Budget: 2012-2013 Alternative Education Budget

Position Title: Alternative Education Instructor

Hours per day:

From:

To:

Assigned School for the Year: Warren Area High School

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. The District has elected to re-establish an alternative education program within Warren Area High School to serve the needs of students rather than recommend that this service be provided by an outside contractor.
2. This position will be written for a teacher who has multiple qualifications to ensure that they can provide instruction in multiple areas.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: August 23, 2012

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)

None

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.)

A minimum of special education, 2 secondary core and 2 middle level core certification.

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

Amanda Hetrick, Chairperson; Misty Weber, One additional administrator

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

Standard expectations according to the District Hiring guide lines.

REQUESTED BY:

Amanda C. Hetrick
Administrator Signature Date

APPROVED BY:

A. B. [Signature]
Director Signature Date

Superintendent Signature Date