

**WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA**

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 7/22/13

Budget Year: 2013-2014

Budget Code: 01 1290 000 00 00 173 / 120

Contingency Budget:

Position Title: ITINERANT SPECIAL EDUCATION TEACHER

Hours per day: .5 FTE
From: **To:**

Assigned School for the Year: ITINERANT - AVES

Salary (check one):

- ☐ \$ _____
- ☐ Commensurate with qualifications and experience
- ☐ Per contract or salary plan

Type of Employment (check all that apply):

- | | | |
|---|---------------------------------------|--|
| <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> Supplemental Contract |
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Certificated | <input type="checkbox"/> Support |

Reason (check applicable reason):

- ☒ New Position .5 FTE ☐ Increased workload (temporary only)

Justification: Why do you need this position filled? (Please be specific)

1. SPECIAL EDUCATION CASELOAD NUMBERS / AGE SPAN

2.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: 2013 - 2014 SY

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.)

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

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

REQUESTED BY:

Administrator Signature

Date

APPROVED BY:

Paul Nelson
Director Signature

7/23/13
Date

[Signature]
Superintendent Signature

7/23/13
Date