

WARREN COUNTY SCHOOL DISTRICT
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: July 20, 2016

Budget Year:

2016-2017

Budget Code:

Contingency Budget:

Position Title:

MEDICAL ASSISTANT AIDE

Hours per day: 8

From:

To:

Assigned School for the Year:

DISTRICT (EISENHOWER ELEMENTARY 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. PROVIDE MEDICAL/NURSING SERVICES TO INCOMING STUDENTS AT EES. SERVICES WILL ENSURE CHILD(REN) ARE SUPPORTED APPROPRIATELY IN THE CLASSROOM/SCHOOL SETTING.

2. THE POSITION WILL BE FUNDED FROM ELIMINATION OF ESL POSITION.

3.

4.

ITEM 2: REQUEST FOR ADVERTISING

Date position is to start: SEPTEMBER 2, 2016

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.)

JOB DESCRIPTION SUMMARIZES RESPONSIBILITIES/ROLE

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

DR. HAWLEY, MRS. THARP AND MR. YEAGER

ITEM 5: CRITERIA TO BE USED IN JUDGING CANDIDATES

NECESSARY QUALIFICATIONS

REQUESTED BY:

[Signature]
Administrator Signature

7-21-2016
Date

APPROVED BY:

Director Signature

Date

[Signature]
Superintendent Signature

7/22/16
Date