

WARREN COUNTY SCHOOL DISTRICT  
WARREN, PENNSYLVANIA

POSITION REQUEST

ITEM 1: PERSONNEL REQUISITION

DATE: 6/26/18

Budget Year:

2018 - 2019

Budget Code:

01-1190-800-00-10-05?  
Title

Contingency Budget:

Position Title:

Elementary Teacher

# Hours per day: contractual

From:

To:

Assigned School for the Year:

WAEC

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. class size reduction

2.

3.

4.

**ITEM 2: REQUEST FOR ADVERTISING**

Date position is to start: 54 18/19

**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.)

*elementary certification*  
*Preferred for applicant to have experience w/ explicit reading instruction*

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

*Jenna Hobbs (chair)*  
*TBD*

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

REQUESTED BY:

*P. Dec* 6/26/18  
Administrator Signature Date

APPROVED BY:

*P. Dec* 6/26/18  
Director Signature Date

*CSS*  
Superintendent Signature Date