

WARREN COUNTY SCHOOL DISTRICT

NEW POSITION REQUEST FORM

ITEM #1: PERSONNEL REQUISITION INFORMATION

DATE: June 26, 2023

Budget Year: 2023/2024

Budget Code: 01-1380-000-24-07-000/120

Contingency Budget: Click or tap here to enter text.

Position Title: Early Childhood Development Instructor

Hours per day: WCEA Contracted

Hours

Assigned School for the Budget Year: Warren County Career Center

Start Date: August 28, 2023

Salary (check one):

- ☒ \$WCEA Agreement
- ☐ Commensurate with qualifications and experience
- ☐ Per negotiated contract or employment agreement

Type of Employment (check all that apply):

- ☒ Permanent
- ☐ Temporary
- ☐ Individual Contract
- ☐ Act 93 – Certificated
- ☐ Act 93 – Non-Certificated
- ☐ Administrative Support
- ☒ WCEA
- ☐ WCESPA

Reason for Request (please be specific):

The district is supporting the opening of a new program at the Warren County Career Center in Early Childhood Development. This program is designed to prepare students to enter the job market as Certified Childhood Development Associate or to continue to post-secondary school with earned college credits upon entrance. The program has been approved by PDE for the beginning of the 2023-2024 school year.

ITEM #2: REQUEST FOR ADVERTISING (check all that apply)

- ☐ Warren Times Observer
- ☐ Jamestown Post Journal
- ☐ Erie Times
- ☐ Pittsburgh Post Gazette
- ☐ College Central
- ☒ Other (please provide title, address, phone and FAX numbers): District Website

ITEM #3: QUALIFICATIONS (Specify required or preferred education, skills, experience and/or other criteria as appropriate)



Valid PA certificate in the Career and Technical-Instructional Program of Child Care Services 2216. It is preferred that candidates also have a valid PA certification in an area comparable to Early Childhood and/or Family Consumer Science.

ITEM #4: INTERVIEW/SEARCH COMMITTEE MEMBERSHIP (Designate Chairperson)

Jim Evers (Chair), TBD

ITEM #5: CRITERIA TO BE USED IN RATING/EVALUATING CANDIDATES

Job Description, Course Description, PA Certification Criteria, Prior Experience

| | | | |
|-----------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------|----------------|
| REQUESTED BY: | | APPROVED BY: | |
|  | <u>6/22/23</u> | _____ | _____ |
| Administrator Signature | Date | Director Signature | Date |
| | |  | <u>6/22/23</u> |
| | | Superintendent Signature | Date |