MEMORANDUM

TO: All employees

FROM: Superintendent of Schools
       Warren County School District Human Resource Office

SUBJECT: POSITION OPENINGS

POSTING DATE: July 17, 2019
EXPIRATION DATE: July 26, 2019

Warren Area
Elementary Center

GRADE IV CAFETERIA HELPER

This is a permanent, Class C, Grade IV Cafeteria Helper position working 3.25 hours per day at the negotiated rate of $10.24 per hour after the probationary period. Questions concerning this assignment should be directed to the Nutrition, Inc. Office at (814) 723-6900, extension 1602 or 1603. The anticipated start date will be August 13, 2019.

Beaty/Warren
Middle School

BUILDING AIDE

This is a permanent, Class B position working seven (7) hours per day at the negotiated rate of $12.10 per hour after the probationary period. This position will be under the direction of the building principal. The successful candidate will be required to meet the needs of students with handicaps and/or certain disabilities. The job expectations are those made of special education aides and will include requirements to learn and deploy techniques required to restrain and assist students with toileting and personal hygiene needs, and lift/assist with lifting per ADA compliance. The successful candidate will also provide educational assistance in the learning process using technology, guided instruction, and drill and practice. Services may be provided on district transportation and require (a) riding to other schools in the district or educational settings within a three (3) hour driving distance of the district; (b) boarding district transportation at the child’s designated morning pick up location (e.g., residence) and riding to school then home with the child per the school calendar and/or the established hours of attendance; and/or (c) boarding district transportation at the school then riding to the child’s designated pick up/drop off location. The successful candidate may serve on I.E.P. teams for education planning. Experience with children and adolescents is preferred. Testing may be required. Act 34, Child Abuse History Clearance and FBI Clearance are required at hire. The Warren County School District is a No Child Left Behind compliant employer. Questions concerning this assignment should be directed to Ms. Heather Stover, Special Education Supervisor, Warren County School District, (814) 723-6900, extension 1062. The anticipated start date for this position will be August 28, 2019.

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Applicants desiring to bid for a position shall submit a written notice to the Office of Human Resources, Warren County School District, 6820 Market Street, Russell, PA 16345-3406 or FAX (814) 757-8529. Active employees must apply by 12:00 noon on the expiration date of the posting. Please include your address and telephone number. Act 34 Clearance, Child Abuse History Clearance and FBI Clearance are required at hire for all positions within the Warren County School District.

The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Gary Weber, Title IX/Section 504 Coordinator at 6820 Market Street, Russell, PA 16345-3406 or (814) 723-6900.
Eisenhower Elementary School- Eisenhower Middle/High School-WCSD

**GRADE III CUSTODIAN**

This is a permanent, Class A, Grade III Custodial position working 7.75 flexible hours per day, typically from 3:00 p.m. until 11:15 p.m., at the negotiated rate of $14.22 per hour after the probationary period. The primary assignment for this position will be Eisenhower Elementary School-Eisenhower Middle/High School but other duties may be assigned throughout the attendance area or district. Questions concerning this assignment should be directed to Mr. Jon Erickson, Lead Custodial Manager, Warren County School District (814) 723-6900, ext. 1116. The anticipated start date for this position will be August 14, 2019.

Eisenhower Elementary School- Eisenhower Middle/High School

**SECRETARY**

This is a permanent, Class B, secretarial position working eight (8) hours per day at the negotiated rate of $13.78 per hour after the probationary period. Typing, filing, telephone skills, computer skills and record keeping are required. The successful candidate must be proficient in computer skills using Microsoft Office, must possess excellent organizational skills and must have the ability to work well with staff, students, and the general public. Questions concerning this assignment should be directed to Mr. Brian Reynolds, Principal, Eisenhower Elementary School (814) 757-4507. The anticipated start date for this position will be August 21, 2019.