MEMORANDUM

TO: All employees

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

SUBJECT: POSITION OPENINGS

WARREN AREA HIGH SCHOOL

SECRETARY

This is a permanent, Class B, secretarial position working six (6) 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. Jeff Flickner, Principal, Warren Area High School (814) 723-3370. The anticipated start date for this position will be August 21, 2019.

YOUNGSVILLE ELEMENTARY SCHOOL

BUILDING AIDE

This is a permanent, Class B position working six (6) 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 Mr. Erik Leamon, Special Education Supervisor, Warren County School District, (814) 723-6900, extension 1090. The anticipated start date will be August 28, 2019.

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WARREN AREA ELEMENTARY CENTER

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 Mrs. Leslie Bloomgren, Special Education Supervisor, Warren County School District, (814) 723-6900, extension 1070. The anticipated start date will be August 28, 2019.