

TALAWANDA SCHOOL DISTRICT

131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #10-45

Date: October 6, 2010

Effective immediately, the Talawanda School District has a job vacancy described below:

Position Classification: **Educational Assistant** Level: **Specialized**

Highly Qualified: Not Applicable

Location: Talawanda High School

Vacancy due to: Christman Hersha's resignation

Description of Duties: Must be familiar with Microsoft Office and be proficient working on word documents, Excel spreadsheets and Powerpoint. Also responsible for supervising students and assisting teacher and willing to learn additional software programs such as I Movie and OGT preparation software applications as they become available.

Hours of Work: 7.5 hours per day, 5 days per week, 180 days per year

Salary Basis: As per current salary schedule

Date Needed: immediately

Present employees of the Talawanda School District who would like to be considered for transfer to this position should make their requests on the "Request for Transfer or Re-Assignment Form" (PDS-22) on or before October 13, 2010.

For secretarial, food service and custodial positions, applicants are required to be on the current approved Civil Service eligibility list to be considered for employment. Educational assistant applicants are required to have a high school diploma or its recognized equivalent to be considered for employment. An application for this position is available at the Board of Education Office. Deadline to apply for this position is October 13, 2010.

Kelly Spivey
Assistant Superintendent

Post: Central Office
All School Buildings

TSD-29
Revised 1/07