

TALAWANDA SCHOOL DISTRICT
131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #19-04

Date: March 12, 2019

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

Position Classification: **Educational Assistant (Pre-School) (specialized)**

Location: Bogan Elementary School

Vacancy due to: Morgan Minnielli's resignation

Description of Duties: Educational Assistant for preschool unit. Must have two years of college, 48 semester/72 quarter hours and/or have passed the state paraprofessional assessment.

Hours of Work: 4.00 hours per day, 4 days per week, 130 days per year (average)

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 March 19, 2019.

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 March 19, 2019.

Dennis Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97