

**TALAWANDA SCHOOL DISTRICT**

131 West Chestnut Street  
Oxford, Ohio 45056

**ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY**

Announcement #19-09 - Revised

Date: May 7, 2019

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

Position Classification: **Educational Assistant (specialized)**

Location: Marshall Elementary School

Requirements: Must have two years of college, 48 semester/72 quarter hours and/or have passed the state paraprofessional assessment.

Vacancy due to: New Position

Description of Duties: Working with students with disabilities to employment. Serving students with intense needs across all settings, including exposure to body fluids, willing for vaccination against communicable disease and must be able to lift 40 lbs.

Hours of Work: 7.0 hours per day (am), 5 days per week, 130 days per year (average)

Salary Basis: As per current salary schedule

Date Needed: 2018-19 school year

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 May 14, 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 May 14, 2019.

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Dennis Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97

