

TALAWANDA SCHOOL DISTRICT
131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #20-30

Date: October 15, 2020

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

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

Location: Marshall Elementary School

Vacancy due to: Heather Harkins' resignation

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

Hours of Work: 7.00 hours per day, 4 days per week, days based on calendar

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 22, 2020.

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 or can be downloaded at www.talawanda.org -- Human Resources/Employment – Employment Opportunities - Classified Employment Application. Deadline to apply for this position is October 22, 2020.

Dennis Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97