

**TALAWANDA SCHOOL DISTRICT**

131 West Chestnut Street  
Oxford, Ohio 45056

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

Announcement #20-49

Date: December 14, 2020

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

Position Classification: **Educational Assistant (cafeteria supervision) (monitor)**

Requirements: Must have a high school diploma or its recognized equivalent to be considered for employment.

Location: Marshall Elementary School

Vacancy due to: Elizabeth Paulsen

Description of Duties: Cafeteria supervision

Hours of Work: 3.0 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" (TSD-22 located in the buildings and on the Talawanda website) on or before December 21, 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](http://www.talawanda.org) - Human Resources/Employment – Employment Opportunities - Classified Employment Application. Deadline to apply for this position is December 21, 2020.

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Dennis Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97