

**TALAWANDA SCHOOL DISTRICT**

131 West Chestnut Street  
Oxford, Ohio 45056

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

Announcement #22-13

Date: June 14, 2022

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

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

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

Location: Talawanda High School

Vacancy due to: Jenny Jone's resignation

Description of Duties: Must be familiar with Google 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 program applications as they become available.

Hours of Work: 8.0 hours per day, 5 days per week, 180 days per year

Salary Basis: As per current salary schedule

Date Needed: 2022-23 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 June 28, 2022

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.net](http://www.talawanda.net) -- Human Resources/Employment -- Classified Employment Application. Deadline to apply for this position is June 28, 2022.

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Dennis Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97

