

**TALAWANDA SCHOOL DISTRICT**  
131 West Chestnut Street  
Oxford, Ohio 45056

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

Announcement #22-27

Date: July 29, 2022

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

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

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

Location: Talawanda Middle School

Vacancies due to: Barbara Phillip's retirement

Description of Duties: Working with students with disabilities. 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, 5 days per week, 180 days per year

Salary Basis: As per current salary schedule

Date Needed: 22-23 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" (TSD-22 located in the buildings and on the Talawanda website) on or before August 5, 2022 or until filled.

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 August 5, 2022 or until filled.

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Mike Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29

Revised 8/97