

TALAWANDA SCHOOL DISTRICT

131 West Chestnut Street
Oxford, Ohio 45056

ANNOUNCEMENT OF ANTICIPATED NON-TEACHING JOB VACANCY

Announcement #21-10

Date: May 19, 2021

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: Kramer Elementary School

Vacancy due to: Tina Pollock's transfer

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: 2021-22 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 June 2, 2021.

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 June 2, 2021.

Dennis Malone
Director of Human Resources

Post: Central Office
All School Buildings

TSD-29
Revised 8/97