

**TALAWANDA SCHOOL DISTRICT**

131 West Chestnut Street  
Oxford, Ohio 45056

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

Announcement #21-12

Date: May 25, 2021

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: Deborah Dallman's transfer

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, 150 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" (PDS-22) 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](http://www.talawanda.org) -- Human Resources/Employment -- Employment Opportunities - Classified Employment Application. Deadline to apply for this position is June 2, 2021.

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Dennis Malone  
Director of Human Resources

Post: Central Office  
All School Buildings

TSD-29  
Revised 8/97