

LAUREL HIGHLANDS SCHOOL DISTRICT
“All Postings are subject to Incumbent’s Retirement and Board’s actual hiring”

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: July 8, 2008

INFORMATION FOR ALL APPLICANTS:

(1) TITLE: ART TEACHER - LAUREL HIGHLANDS HIGH SCHOOL

**CERTIFICATION
REQUIRED:**

Valid Pennsylvania Certificate to teach Art K-12

Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION: To Teach Art classes at the Laurel Highlands High School in accordance with the guidelines and schedules as designated by the building principal.

**Effective Date:
To Be Determined.**

**Salary:
In Accordance with the Teacher/Board Contract.**

**Applications:
Applications will be received in the Office of the Superintendent, 304 Bailey Avenue,
Uniontown, PA 15401, until 12:00 NOON, TUESDAY, JULY 15, 2008.**

of applicants who are not currently employed by the Laurel Highlands School District. It is your responsibility to make sure your file is complete.

- A. L.H. Professional Application, completed in full**
- B. All Transcripts**
- C. Valid Act 34, Act 151, FBI Clearances**
- D. Teaching Certificate(s)**
- E. Proof of passing any appropriate National Teacher Exams**
- F. Resume**
- G. Three Letters of Reference**
- H. TB Tine Test or Chest X-Ray**
- I. Proof of QPA**

Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. The School District will reimburse current permanent employees for costs incurred

“Laurel Highlands is an Equal Opportunity Employer”

LAUREL HIGHLANDS SCHOOL DISTRICT

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: RE-POSTING OF EXTRA CURRICULAR BAND ACTIVITIES POSITIONS
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

A. POSITIONS:

SUMMER BAND - ASSISTANT DIRECTOR
PERCUSSION COORDINATOR
AUXILIARY COORDINATOR
MAJORETTE INSTRUCTOR
SUMMER STAFF #1
SUMMER STAFF #2
SUMMER STAFF #3

B. EFFECTIVE DATE:
TO BE DETERMINED

C. SALARY:
TO BE DETERMINED IN AGREEMENT WITH LHEA AND DISTRICT

D. APPLICATIONS:
All Applicants must submit a letter of interest to the Central Administration Office. Letters will be received in the office of the Superintendent, 304 Bailey Avenue, Uniontown, Pennsylvania, 15401, until NOON, TUESDAY, JULY 15, 2008.

CURRENT VALID CLEARANCES ARE NECESSARY FOR EACH APPLICANT

LAUREL HIGHLANDS SCHOOL DISTRICT

"All postings are subject to Board's actual hiring and contingent upon incumbent's retirement"

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

POSITION: FEDERAL PROGRAMS COORDINATOR/DATA ANALYST
This is a 12 Month Position

CERTIFICATION REQUIRED:

Valid Pennsylvania Principal's Certification

Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION:

The Federal Programs Coordinator/Data Analyst's responsibilities will include: 1) writing Federal and State grants on behalf of the district; 2) developing and overseeing the district's Title I program; 3) monitoring the implementation of grant-funded programs/initiatives; and, 4) ensuring compliance with Federal and State regulations. This position will also entail entering/analyzing data to satisfy grant requirements and to fulfill assignments issued by the Superintendent and/or his/her designee.

- A. **Effective Date:**
Upon Election by Board of Education
- B. **Salary:**
Range of \$60,000 - \$65,000
- C. **Applications:**
Applications will be received in the Office of the Superintendent, 304 Bailey Avenue, Uniontown, PA 15401, until 12:00 NOON, July 15, 2008 . Please fax (724-437-8929) or email (peggk@lhsd.org) or drop off your bid to Kim Pegg at the Central Office. To ensure that your bid has been received, please call Kim to confirm, 724-437-2821, extension 1003. We will not be held responsible for bids not received.

Information required of applicants who are not currently employed by the Laurel Highlands School District. It is your responsibility to make sure your file is complete.

- A. *Standard PA Professional Application, completed in full*
- B. *All Transcripts*
- C. *Valid Act 34, Act 151 and FBI Clearances*
Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.
- D. *Teaching Certificate(s)*
- E. *Proof of passing any appropriate National Teacher Exams*
- F. *Resume*
- G. *Three Letters of Reference*
- H. *TB Tine Test or Chest X-Ray*

"Laurel Highlands is an Equal Opportunity Employer"
(PLEASE SEE REVERSE SIDE)

LAUREL HIGHLANDS SCHOOL DISTRICT

"All postings are subject to Board's actual hiring and contingent upon incumbent's retirement"

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING AND RE-POSTING OF PROFESSIONAL POSITIONS
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

POSITIONS:	<u>REGULAR POSITION</u> Grade 2 – Clark - Reposting	<u>TITLE I POSITION</u> Kindergarten – Clark - Reposting Grade 2 – Clark – Reposting Grade 4 – Clark - Reposting Grade 3 – Marshall - Reposting
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CERTIFICATION

REQUIRED: **Valid Pennsylvania Certificate to Teach in the Elementary Schools.**
Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION: **To teach elementary students in accordance with the guidelines and schedules as designated by the building principal.**

- A. Effective Date:**
To Be Determined.
- B. Salary:**
In Accordance with the Teacher/Board Contract.
- C. Applications:**
Applications will be received in the Office of the Superintendent, 304 Bailey Avenue, Uniontown, PA 15401, until 12:00 NOON, TUESDAY, JULY 15, 2008. Please fax (724-437-8929) or email (peggk@lhsd.org) or drop off your bid to Kim Pegg at the Central Office. To ensure that your bid has been received, please call Kim to confirm, 724-437-2821, extension 1003. We will not be held responsible for bids not received.

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- A. Standard PA Professional Application, completed in full**
- B. All Transcripts**
- C. Valid Act 34, Act 151 and FBI Clearances**
Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.
- D. Teaching Certificate(s)**
- E. Proof of passing any appropriate National Teacher Exams**
- F. Resume**
- G. Three Letters of Reference**
- H. TB Tine Test or Chest X-Ray**

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LAUREL HIGHLANDS SCHOOL DISTRICT

"All postings are subject to Board's actual hiring and contingent upon incumbent's retirement"

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING & RE-POSTING OF PROFESSIONAL POSITIONS
DATE: July 8, 2008

INFORMATION FOR ALL APPLICANTS:

TITLE: TWO (2) CSRI TEACHERS - ELEMENTARY SCHOOLS – REPOSTING

Please Note: *the assignments will be determined by the building and grade that needs class size reduction. Therefore, the successful bidder must understand that each year the building and/or grade level assignment may change.*

CERTIFICATION

REQUIRED: Valid Pennsylvania Certificate to Teach in the Elementary Schools.
Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION: To teach elementary students in accordance with the guidelines and schedules as designated by the building principal.

- A. **Effective Date:**
To Be Determined.
- B. **Salary:**
In Accordance with the Teacher/Board Contract.
- C. **Applications:**
Applications will be received in the Office of the Superintendent, 304 Bailey Avenue, Uniontown, PA 15401, until NOON, TUESDAY, JULY 15, 2008. Please fax (724-437-8929) or email (peggk@lhsd.org) or drop off your bid to Kim Pegg at the Central Office. To ensure that your bid has been received, please call Kim to confirm, 724-437-2821, extension 1003. We will not be held responsible for bids not received.

Information required of applicants who are not currently employed by the Laurel Highlands School District. It is your responsibility to make sure your file is complete.

- A. *Standard PA Teaching Application, completed in full*
- B. *All Transcripts*
- C. *Act 34 Clearance, Act 151 Clearance and FBI Clearance*
Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.
- D. *Teaching Certificate(s)*
- E. *Proof of passing any appropriate National Teacher Exams*
- F. *Resume*
- G. *Three letters of Reference*
- H. *TB Tine Test or Chest X-Ray*

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LAUREL HIGHLANDS SCHOOL DISTRICT

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

TITLE: GUIDANCE COUNSELOR - LAUREL HIGHLANDS HIGH SCHOOL

CERTIFICATION

REQUIRED: Valid Pennsylvania Certificate as Guidance Counselor

JOB DESCRIPTION: To provide guidance services in accordance with the guidelines and schedules as designated by the Laurel Highlands School District.

**A. Effective Date:
To Be Determined.**

**B. Salary:
In Accordance with the Teacher/Board Contract.**

**C. Applications:
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Information required of applicants who are not currently employed by the Laurel Highlands School District. It is your responsibility to make sure your file is complete.

- A. Standard Teaching Application, completed in full**
- B. All Transcripts**
- C. Valid Act 34, Act 151, FBI Clearances**
- D. Teaching Certificate(s)**
- E. Proof of passing any appropriate National Teacher Exams**
- F. Resume**
- G. Three Letters of Reference**
- H. TB Tine Test or Chest X-Ray**

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LAUREL HIGHLANDS SCHOOL DISTRICT
“All Postings are subject to Board’s actual hiring”

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

(1) TITLE: ITINERANT MUSIC TEACHER - LAUREL HIGHLANDS ELEMENTARY SCHOOLS

CERTIFICATION

REQUIRED: Valid Pennsylvania Certificate to teach Music K-12

Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION: The successful candidate will:

- T Teach Music classes at the Laurel Highlands Elementary Schools in accordance with the guidelines and schedules as designated by the building principal.**
- T Recruit and provide instrumental music instruction to interested 5th grade students. Each student will receive group lessons per week and school band rehearsal.**
- T Recruit and provide vocal music instruction with a choir setting to interested 5th grade students. Student choir performances will include, but not be limited to, performances in each elementary school’s Programs as well as participation in a Spring Concert.**
- T Provide vocal/general music education to students (K-5) on a rotating schedule.**
- T Any other related duties as assigned by immediate or other district supervisor.**

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To Be Determined.**
- B. Salary:
In Accordance with the Teacher/Board Contract.**
- C. Applications:
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- C. *Valid Act 34 , Act 151, FBI Clearances***
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- D. *Teaching Certificate(s)***
- E. *Proof of passing any appropriate National Teacher Exams***
- F. *Resume***
- G. *Three Letters of Reference***
- H. *TB Tine Test or Chest X-Ray***
- I. *Proof of QPA***

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LAUREL HIGHLANDS SCHOOL DISTRICT

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TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

POSITION: ATTENDANCE/DISCIPLINE REVIEW/PIMS COORDINATOR
This is a 12 Month Position

CERTIFICATION REQUIRED:

Valid Pennsylvania Principal's Certification

Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION:

The Attendance / Discipline Review / PIMS Coordinator's responsibilities will include:

- 1) Monitoring attendance throughout the district, as well as in IU classes, cyber schools, and in alternative placements; verifying validity of excuses for absences; generating letters to parents regarding tardiness and truancy; filing citations with local magistrates; and presenting cases for tardiness and truancy to the magistrates;
- 2) Preparing all documents to be submitted to PDE regarding Child Accounting;
- 3) Verifying student eligibility for receiving homebound instruction and instruction in the home; assigning teachers to provide these services; and submitting reports for PDE;
- 4) Processing all applications for In Loco Parentis status; visiting homes to verify residency for these students;
- 5) Acting as Homeless Liaison with the IU;
- 6) Coordinating Discipline/Attendance/Academic Review Meetings; tracking students placed in alternative schools;
- 7) Coordinating PIMS data for all district students; compiling PDE reports using PIMS systems;
- 8) Performing other duties assigned by the Superintendent and/or his/her designee.

A. Effective Date:

Upon Election by Board of Education

B. Salary:

Range of \$60,000 - \$65,000

C: Applications:

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B. All Transcripts

C. Valid Act 34, Act 151 and FBI Clearances

Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.

D. Teaching Certificate(s)

E. Proof of passing any appropriate National Teacher Exams

F. Resume

G. Three Letters of Reference

H. TB Tine Test or Chest X-Ray

LAUREL HIGHLANDS SCHOOL DISTRICT

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

TITLE: TWO (2) SOCIAL STUDIES TEACHERS- CLASS SIZE REDUCTION

Please Note: *the assignments will be determined by the building that needs class size reduction. Therefore, the successful bidder must understand that each year the building and/or grade level assignment may change.*

CERTIFICATION

REQUIRED: Valid Pennsylvania Certificate to Teach Secondary Social Studies.

Please Note: A copy of your certification(s) must be attached to your letter of interest/application for this job. You must indicate the certification(s) that you possess and the qualifications as it relates to the particular job for which you are applying.

JOB DESCRIPTION:

To Teach Social Studies instruction to students at the Laurel Highlands Middle School and/or High School in accordance with the guidelines and schedules as designated by the building principal.

- A. **Effective Date:**
To Be Determined.
- B. **Salary:**
In Accordance with the Teacher/Board Contract.
- C. **Applications:**
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- A. *PA Standard Application, completed in full*
- B. *All Transcripts*
- C. *Valid Act 34 , Act 151 and FBI Clearances*
Please Note: These Clearances must be within last 12 months of posting date. If current employee is bidding on position, new Clearances must be obtained. It is the sole responsibility of the permanent employees for costs incurred.
- D. *Teaching Certificate(s)*
- E. *Proof of passing any appropriate National Teacher Exams*
- F. *Resume*
- G. *Three Letters of Reference*
- H. *TB Tine Test or Chest X-Ray and Proof of Physical*
- I. *Proof of QPA*

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LAUREL HIGHLANDS SCHOOL DISTRICT

"All postings are subject to Board's actual hiring and contingent upon incumbent's retirement"

TO: ALL PROFESSIONAL PERSONNEL
FROM: DR. GARY M. BRAIN, SUPERINTENDENT
SUBJECT: POSTING OF PROFESSIONAL POSITION
DATE: JULY 8, 2008

INFORMATION FOR ALL APPLICANTS:

POSITION: ELEMENTARY TECHNOLOGY EDUCATION TEACHER

CERTIFICATION REQUIRED:

**Valid PA Certificate in Elementary Education and
K-12 Technology Education or K-12 Bus/Computer/Info Tech**
*Please Note: A copy of your certification(s) must be attached to your letter of
interest/application for this job. You must indicate the certification(s) that you
possess and the qualifications as it relates to the particular job for which you are
applying.*

**JOB DESCRIPTION: To deliver standards-based technology instruction to students in
grades K-5 in accordance with the guidelines and schedules as
designated by the building principal.**

- A. Effective Date:
To Be Determined.**
- B. Salary:
In Accordance with the Teacher/Board Contract.**
- C. Applications:
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8929) or email (peggk@lhsd.org) or drop off your bid to Kim Pegg at the Central Office.
To ensure that your bid has been received, please call Kim to confirm, 724-437-2821,
extension 1003. We will not be held responsible for bids not received.**

*Information required of applicants who are not currently employed by the Laurel Highlands School
District. It is your responsibility to make sure your file is complete.*

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- B. All Transcripts**
- C. Valid Act 34, Act 151 and FBI Clearances**
*Please Note: These Clearances must be within last 12 months of posting date. If
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sole responsibility of the permanent employees for costs incurred.*
- D. Teaching Certificate(s)**
- E. Proof of passing any appropriate National Teacher Exams**
- F. Resume**
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