



Job Posting for Anticipated or Current Vacancy 2021-2022 School Year

POSTING DATE: July 22, 2021 **POSTING EXPIRATION:** Later of August 23, 2021 or date filled

JOB TITLE: Cafeteria Monitor

LOCATION: McKean Elementary School

SCHEDULE: 180-182 days, 3.0-4.0 hours per day – Part-Time Hourly Support Staff

ANTICIPATED START DATE: November 30, 2021

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

No degree or graduation requirements

PREFERRED EDUCATION, TRAINING AND/OR EXPERIENCE REQUIREMENTS:

High school graduation or equivalent. Experience monitoring and controlling children ages 4 to 10 years old.

REQUIRED CERTIFICATIONS:

Must maintain updated state required clearances

SELECTION PROCESS:

- District personnel will review and score applications, resumes and reference letters (“application materials”) based on each applicant’s stated education, experience, knowledge, skills and abilities.
- The District will schedule interviews with candidates whose application materials score the highest.
- The District may conduct panel interviews and may ask candidates to perform additional exercises or tests during the selection process.

ADDITIONAL INFORMATION:

- Candidates should refer to the Job Description posted on the District's web site for essential job functions, required knowledge, skills & abilities, physical work demands and specific work demands.
- Circumstances related to the need to fill this position are subject to change and the District reserves the right to change requirements at any time.
- Veterans' Preference will be followed in circumstances where two or more finalists demonstrate similar job performance potential.
- The Board of School Directors must approve hiring for every district position and reserves the right to not fill a particular position.

APPLICATION REQUIREMENTS:

Any internal candidate should submit a letter to request a transfer into the position and is encouraged to submit updated application materials if he/she has been employed by the District for more than four years.

External candidates must submit a complete application, a General McLane Application Checklist, current required clearances, a cover letter & resume and three professional reference letters to:

Note:

An external candidate need not submit all required clearances at the time of application but is encouraged to apply for clearances if/when selected for an interview. The successful candidate must submit all required clearances before he/she will be permitted to start work.

General McLane School District
Dr. Therese T. Walter Education Center
11771 Edinboro Road
Edinboro, PA 16412

Attention: Job Applications