Notice of Extracurricular Vacancy
Summer 2016
304-329-0580 FAX 304-329-0720
Reposted

Posting Date: June 29, 2016
Closing Date: Until filled

Position: (1) Tutor/Mentor
Salary: $20.00 per hr.
School Location: Preston High School
Budget Source: McKinney-Vento Homeless Grant

Supervisor: Principal Assigned, Attendance Coordinator

Employment Term: Upon approval through July 31, 2016

Certification: Minimum of BA in Education grades 9-12

Schedule: July 21, 25, 26, 27, 28, 29
7:30 am to 3:30 pm; 8 hours per day; not to exceed 48 hours

Application Process: Submit a letter expressing interest in the position and a bid sheet to the Personnel Office either by mail, email or fax.

Minimum Qualifications:

1. B.A. in education grades 9-12 preferred
2. Experience in secondary education preferred
3. Relates well to children and school staff
4. Experience working with at-risk children and children with disabilities
5. Excellent interpersonal and organizational skills
6. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration
7. Satisfactory references concerning past performance
8. Satisfactory past evaluations

Job Description/Major Duties:

1. Collaborate with teachers to develop a transition program for incoming freshman to Preston High School
2. Provide creative instruction to students in small groups or individuals
3. Attend program preparation days
4. Document names of students who attend
5. Document grades of students who attend
6. Supervise students during instructional and non-instructional times

Position is contingent upon grant funding from The Homeless Grant.

Equal Employment Opportunity:
As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.