

PENDLETON COUNTY SCHOOLS

P.O. Box 888
58 Walnut Street
Franklin, WV 26807
Phone: (304) 358-2207
Fax: 304-358-2936

Please Post
January 2, 2018
Vacancy Notice



POSITION: Substitute Instructional Aide

DATE OF EMPLOYMENT: February 7, 2018

TERM OF EMPLOYMENT: As needed

SALARY RANGE: Based upon State Minimum Salary Scale for Service Personnel

APPLICATION DEADLINE: January 16, 2018 (***Note: All applications must be received in the Board of Education Office prior to 4:00 p.m. on the day of the deadline.**)

QUALIFICATIONS: High School Diploma, Must Pass the State Competency Test for Aide prior to Employment.

JOB DESCRIPTION: See Attached

TIME: 7:30 a.m. - 3:30 p.m. or as agreed upon with the school principal.

APPLY TO: Ms. Nicole M. Hevener
Director of Human Resources and Student Services
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-7065

DISCRIMINATION PROHIBITED: As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of its education programs and activities. Inquiries may be directed to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-7065; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864; or to the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795

**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Instructional Aide

QUALIFICATIONS:

High School Diploma or equivalent. Must pass the state competency test for Aide.

REPORTS TO:

Principal

EMPLOYEE CLASSIFICATION:

Aide I Aide II Aide III Aide IV

RESPONSIBILITIES:

The Aide shall be responsible for:

1. Maintaining positive work habits;
2. Performing duties efficiently and productively;
3. Maintaining and/or upgrading skills;
4. Maintaining personal qualities appropriate for assigned job;
5. Performs duties as assigned by the immediate supervisor(s).

PERFORMANCE STANDARDS:

The following performance standards and indicators further define the job responsibilities of an aide:

- A. Work Habits
1. Observes assigned work hours.
 2. Maintains regular attendance.
 3. Complies with Pendleton County School policies governing employment.
 4. Is knowledgeable of rules governing the aide position.
 5. Meets daily schedule as prescribed.
 6. Adjusts to work assignments and/or schedule changes.
- B. Performance
1. Assume responsibility for supervising students.
 2. Demonstrates the ability to plan and prioritize his/her daily activities (effective use of time/effort).
 3. Respects the confidentiality of information associated with

schools/students.

4. Utilizes basic methods and procedures prescribed for the instructional setting in which she/he works.
5. Is able to exhibit competence in the subject area(s) in which she/he is assigned.
6. Is competent in the area of record keeping as it pertains to student programs.
7. Demonstrates a warm and receptive attitude toward children.
8. Maintains a cooperative working relationship with Principal, Supervising Teacher, Students, Parents, General Staff, General Public.
9. Works well with minimum supervision.
10. Effectively performs duties assigned by the supervising teacher/principal.
11. Is knowledgeable in the operation/care of equipment.
12. Is able to plan and carry out lessons to completion in cooperation with teacher input.
13. Exhibits competence in controlling students.
14. Exhibits competence in the areas of English usage and basic grammar.
15. Exhibits the ability to motivate students in the instructional setting.
16. Exhibits the ability to perform routine clerical duties; such as filing, typing or duplicating materials.
17. Demonstrates the ability to follow directions.

C.

Training and Experience

1. Participates in courses, seminars, and workshops in the areas of learning theory.
2. Strives to improve instructional performance.
3. Participates in staff development provided by county.
4. Participates in college courses/training required to advance in the aide classification and/or better preparation for job assignments.
5. Attends in-service meetings and seminars.
6. Reads current articles related to job assignment.

D.

Personal Qualities

1. Possesses physical/emotional health necessary for effective job performance.
2. Demonstrates a positive attitude toward his/her work assignment.
3. Accepts responsibility for the work assigned.
4. Maintains appropriate appearance and personal hygiene.
5. Accepts constructive criticism.

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Please Post
January 2, 2018
VACANCY NOTICE

- POSITION:** Extra-Curricular General Maintenance/Electrician II
- DATE OF EMPLOYMENT:** February 7, 2018
- TERM OF EMPLOYMENT:** 12 months not to exceed 18 hours/week and available from 8:00 a.m. to 2:00 p.m. 3 days a week.
- SALARY RANGE:** \$10 per hour
- APPLICATION DEADLINE:** January 16, 2018 (***Note: All application must be received in the Board of Education Office prior to 4:00 p.m. on the day of the deadline.***)
- QUALIFICATIONS:** High School diploma or equivalent, pursuant of WV Code §18A-2-5; criminal background check conducted pursuant to WV Code WV Code §18A-5-15c; meet the definition of "Qualifications" in WV Code §18A-4-8b; Demonstrated competency, pursuant of WV Code WV Code §18A-4-8e (state approved competency test) for General Maintenance and Electrician II; and possesses WV Electricians License.
- JOB DESCRIPTION:** See Attached
- APPLY TO:** Ms. Nicole Hevener
Director of Human Resources & Student Services
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-7065

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Extra-Curricular General Maintenance/Electrician II

Qualifications:

- High School diploma or equivalent, pursuant of WV Code §18A- 2-5;
- criminal background check conducted pursuant to WV Code §18A-5-15c;
- meet the definition of “Qualifications” in WV Code §18A-4-8b;
- Demonstrated competency, pursuant of WV Code WV Code §18A-4-8e (state approved competency test) for General Maintenance and Electrician II;
- and possesses WV Electricians License.

Immediate Supervisor: Supervisor of Maintenance

Terms of Employment: 12 months not to exceed 18 hours/week and available from 8:00 a.m. to 2:00 p.m. 3 days a week.

Performance Responsibilities:

- Assists skilled maintenance workers as a helper in various skilled trades (e.g. carpentry, glazing, plastering, painting, plumbing, welding, heating, etc.) for the purpose of ensuring efficient and effective functioning of the work unit.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Installs various items (e.g. smartboards, serving lines, railings, fences, etc.) for the purpose of completing projects safely within established time frames.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Assists in the installation and operation of lighting, HVAC and other electrical systems within the county school facilities.
- Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at a job site.
- Assumes the primary responsibility for the safe condition of electrical elements in facilities owned and operated by the county school system.
- Maintains all safety and code requirements of the state and county and Board of Education policies.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach overhead and shoulder height, stand, walk, lift, grasp, write, talk, hear, see, use interior and exterior rear view mirrors, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 100 pounds without assistance**. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work surface includes concrete floors with below surface pits for maintenance work involving the under-carriage of vehicles. The work environment includes close quarters of vehicle interiors and under vehicle hoods. The temperature can range from below freezing to 90 degrees F when vehicles are stranded in inclement weather due to mechanical failures or road conditions. The work surface can be wet and slippery. The noise level in the work environment is moderate to very loud (70-112 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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Please Post

January 2, 2018

VACANCY NOTICE

POSITION: Substitute Teachers
Pendleton County Schools

DATE OF EMPLOYMENT: February 7, 2018

TERM OF EMPLOYMENT: As needed.

SALARY RANGE: Based upon Degree and Experience according to WV State Salary Schedule for Professional Personnel

APPLICATION DEADLINE: January 16, 2018

QUALIFICATIONS: Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the licensure of West Virginia School Personnel or Bachelors Degree and meet requirements by completing RESA VIII substitute teacher certification training.

JOB DESCRIPTION: See Attached

APPLY TO: Ms. Nicole Hevener
Director of Human Resources & Student Services
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-7065 ext. 122

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

CLASSROOM TEACHER

QUALIFICATIONS:

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the licensure of West Virginia School Personnel for the subject and grade level assigned.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Ability to communicate effectively with students, school personnel, and parents, and an ability to work cooperatively with others.
4. Ability to motivate students and get them excited about learning.

IMMEDIATE SUPERVISOR:

Principal

TEACHER RESPONSIBILITIES:

1. Implement the assigned program of study.
2. Foster a classroom climate conducive to learning.
3. Utilize instructional management systems which increases student learning and maximize time on task.
4. Monitor student progress towards achieving content standards.
5. Communicate effectively within the education community and with parents on a regular basis.
6. Meet professional responsibilities.
7. Maintain and upgrades professional skills.
8. Maintain professional work habits.
9. Promote and maintain positive pupil-teacher-parent relationships.
10. Adhere to the teacher code of conduct.
11. Perform other job related duties as assigned by the Principal.

TEACHER PERFORMANCE CRITERIA:

Programs of Study:

Provides curricula required by the state of West Virginia:

Bases instruction and adopted curricula for the school; demonstrates accurate and current knowledge in subject field; develops appropriate lessons to teach instructional objectives; employs a variety of instructional strategies to augment achievement; uses content scope and sequence in planning.

Classroom Climate:

Provides an atmosphere conducive to learning consistent with:

Follows established school discipline procedures that include the WV Student Code of Conduct; established procedures and rules that enhance learning; encourages students' attendance; sets high positive expectations for student performance; encourages and acknowledges individual student accomplishments and appropriate behavior; treats students in a fair and equitable manner;

accommodates individual learning differences; creates and maintains an environment that supports learning; communicates with parents.

Instructional Management Systems:

Organizes teaching strategies to maximize allocated instructional time to increase student learning:

Prepares and implements lesson plans; begins lesson or instructional activity with a review of previous material as appropriate; has materials, supplies and equipment ready at the start of the lesson or instructional activity; introduces the instructional activity and specifies instructional objectives; directs and adequately supervises students to be on task quickly at the beginning of each instructional activity; presents reading, writing, speaking, and listening strategies using concepts and language that students understand; provides relevant examples and demonstrations to illustrate concepts and skills; assigns developmentally appropriate tasks; provides instructional pacing that ensures student understanding; maximizes student time-on-task; makes effective transitions between instructional activities; summarizes the main point(s) of the instructional activity; encourages students to express ideas clearly and accurately; incorporates higher level thinking skills; assists students to develop productive work habits and study skills, enabling communication with parents as needed; provides remediation activities for students; designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives; integrates a variety of technology applications and learning tools to augment student achievement.

Student Progress:

Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives:

Follows grading policies and regulations; maintains accurate and complete student records, monitors and evaluates student progress, provides feedback on student work; monitors student attendance.

Communication:

Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas:

Communicates student progress according to established procedures and policies; communicates regularly and effectively with students, co-workers, parents/guardians, and the community, and exhibits appropriate interactive skills; follows confidentiality procedures regarding students, parents/guardians, and fellow staff members; speaks and writes standard English clearly, correctly, and distinctly; determines and utilizes appropriate community resources.

Professional Work Habits:

Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal communication):

Adheres to established laws, policies, rules and regulations; interacts appropriately with students, other education personnel, and parents; participates in activities that foster professional growth; is punctual with reports, grades, records, and in reporting to work; performs assigned duties; strives to meet county/school goals; commands respect by example in appearance, manners, behavior and language.

Updated: 1-3-17

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Please Post January 2, 2018 VACANCY NOTICE

POSITION: Itinerant Nurse/Supervisory Aide
Pendleton County Schools

DATE OF EMPLOYMENT: February 7, 2018

TERM OF EMPLOYMENT: 200 Days

SALARY RANGE: Based upon State Minimum Salary Scale for Service Personnel

APPLICATION DEADLINE: January 16, 2018 (*Note: All applications must be received in the Board of Education Office prior to 4:00 p.m. on the day of the deadline.)

QUALIFICATIONS: Minimum qualification LPN and pass West Virginia State Competency Test for Instructional Aide - See Job Description for additional qualifications.

JOB DESCRIPTION: See Attached

Time: 7:30 a.m. – 3:30 p.m. or as agreed upon with the school principal.

APPLY TO: Ms. Nicole Hevener
Director of Human Resources & Student Services
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-7065

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Nurse/Supervisory Aide

REPORTS TO: **School Nurse and Building Administrator**

JOB GOAL: **To work under the supervision of a school nurse to provide health care services to students and to work under the supervision of Building Administrator. Will follow the Standards of School Nursing Practice.**

QUALIFICATIONS:

1. At minimum be licensed by the West Virginia Board of Examiners for Licensed Practical Nurses.
2. Passed the West Virginia Department of Education Competency Test for Classroom Aide.
3. Must have and maintain First Aid and CPR Certification.
4. Have a general understanding of the purpose and organization of public education.
5. Have effective oral and written communication skills.
6. Be able to assist students with specialized equipment, including, but not limited to, computers, wheelchairs, augmentative communication devices, prone standers, therapies, etc.
7. Be able to maintain a high level of ethical behavior and confidentiality of information about students.
8. Be flexible in the scheduling of lunch and breaks as determined by student needs.
9. Shall be capable of lifting/restraining/transferring students.
10. Be willing and capable to attend to the personal hygiene/toileting/bathing needs of students located in the school.
11. Be willing and capable of riding bus with student if required.
12. Be able to provide specialized health care procedures.

DUTIES:

1. Under the supervision of a School Nurse, will provide health care services to students with special needs.
2. Responsible for administration of medication for students attending school where located.
3. Assist with the supervision of students as needed.
4. Work with individual students, or small groups, to reinforce learning of materials or skills initially introduced by the teacher or therapist.
5. Assist teacher in carrying out all daily school activities.
6. Assist students with personal hygiene and toileting.
7. Shall function as an extension of the classroom teacher, including field trips, etc.
8. Shall participate in and complete staff development as assigned by immediate supervisor or building administrator.
9. May be utilized in other education programs within the building or school district at the discretion of the school nurse or building administrator.
10. Exhibit promptness in completing schedules, reports, work assignments, etc.
11. Shall assist bus operators as needed.
12. Shall perform other related duties as may be assigned by the school nurse or other administrative staff.

TRAINING AND EXPERIENCE:

1. Participates in courses, seminars, and workshops in the areas of learning theory.
2. Strives to improve instructional performance.
3. Participates in staff development provided by county.
4. Participates in college courses/training required to advance in the aide/nurse classification and/or better preparation for job assignments.
5. Attends in-service meetings and seminars.
6. Reads current articles related to job assignment.

PERSONAL QUALITIES:

1. Possesses physical/emotional health necessary for effective job performance.
2. Demonstrates a positive attitude toward his/her work assignment.
3. Accepts responsibility for the work assigned.
4. Maintains appropriate appearance and personal hygiene.
5. Accepts constructive criticism.