

PENDLETON COUNTY SCHOOLS

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



Please Post

January 18, 2018

VACANCY NOTICE

POSITION: Substitute LPN/Supervisory Aide
Pendleton County Schools

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 31, 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 license 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

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**

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.

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January 18, 2018

VACANCY NOTICE

POSITION: Itinerant LPN/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 31, 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.

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Please Post
January 18, 2018
VACANCY NOTICE

POSITION: Transportation Supervisor/Mechanic/Foreman

DATE OF EMPLOYMENT: February 7, 2018

TERM OF EMPLOYMENT: 261 Days

SALARY RANGE: Based upon State Minimum Salary Scale for Service Personnel;
Pay Grade H

APPLICATION DEADLINE: January 24, 2018 (Application must be received by 4:00 p.m.)

QUALIFICATIONS: High School diploma or equivalent, pursuant to WV Code §18A-2-5; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Demonstrates success in performing a wide variety of tasks requiring an understanding and proficiency at vehicle mechanical repair; Successful experience as a diesel engine and gasoline engine mechanic; Certified School Bus trainer; Certified licensed DMV inspector; Certified in first aid and CPR; Documented training as a diesel mechanic; Knowledge of electronic engine/wiring analysis; Must possess or commit to obtaining a Commercial Driver's License with PS Endorsement (passenger and school bus); Transportation Experience with WV County Board, 5 + Years (WV Code 18A-4-8); Experience with supervision/evaluation of 15+ employees and oversight of corresponding vehicle fleet; Successful experience as a mechanic; and Ability to demonstrate leadership and supervisory skills

SUPERVISOR: Director of Transportation

SCHEDULE: To be determined prior to the beginning of each school year by the Director of Transportation

JOB DESCRIPTION: See attached.

APPLY TO: Mrs. Nicole M. Hevener
Director of Human Resource and Student Services
Pendleton County Board of Education
Franklin, WV 26807
Telephone: (304) 358-7065

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PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION
Transportation Supervisor/Mechanic/Foreman

QUALIFICATIONS:

- High School diploma or equivalent, pursuant to WV Code §18A-2-5;
- Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required;
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate;
- Demonstrates success in performing a wide variety of tasks requiring an understanding and proficiency at vehicle mechanical repair;
- Successful experience as a diesel engine and gasoline engine mechanic;
- Certified School Bus trainer;
- Certified licensed DMV inspector
- Certified in first aid and CPR
- Documented training as a diesel mechanic;
- Knowledge of electronic engine/wiring analysis;
- Must possess or commit to obtaining a Commercial Driver's License with PS Endorsement (passenger and school bus);
- Transportation Experience with WV County Board, 5 + Years (WV Code 18A-4-8);
- Experience with supervision/evaluation of 15+ employees and oversight of corresponding vehicle fleet.
- Successful experience as a mechanic; and
- Ability to demonstrate leadership and supervisory skills

SUPERVISOR

WV Code:

Supervisor of Transportation: means a qualified person employed to direct school transportation activities properly and safely, and to supervise the maintenance and repair of vehicles, buses and other mechanical and mobile equipment used by the county school system. After July 1, 2010, all persons employed for the first time in a position with this classification title or in a multi-classification position that includes this title shall have five years of experience working in the transportation department of a county board. Experience working in the transportation department consists of serving as a bus operator, bus aide, assistant mechanic, mechanic, chief mechanic or in a clerical position within the transportation department.

Supervises: Bus operators, mechanics, and other employees assigned to transportation

DUTIES/RESPONSIBILITIES

1. Provides leadership and support in developing, implementing, and maintaining high quality and safe transportation services;
2. Supervises and evaluates school bus operators and mechanics;
3. Coordinates with superintendent and treasurer to manage budgets effectively;
4. Oversees and directs prospective bus operators under guidelines as prescribed by the WVDE and Grant County policies;
5. Arranges for certification of school bus operators, school bus trainers, and equipment;
6. Manages the use of substitute school bus operators, mechanics, and transportation aides;
7. Verifies information such as attendance and payroll submitted by school bus operators and mechanics.
8. Manages the transportation needs of field trips, athletic events, and other activities;
9. Conducts route and bus operators observations for compliance with state and local regulations;
10. Investigates and responds to requests for bus stops and route changes;
11. Coordinates training and staff development opportunities for all bus operators and mechanics;
12. Makes route changes in the event of adverse road conditions or emergencies;
13. Investigates hazardous road and route conditions and reports to the Superintendent;
14. Maintains accurate records of student bus stops and routing information;
15. Acts as the primary radio dispatch communicator;
16. Establishes and maintains professional working relationships with appropriate school personnel;
17. Establishes good public and employee relations;
18. Maintains and upgrades professional skills in order to improve the transportation program;
19. Plans, coordinates, and arranges for the appropriate training of staff including staff development opportunities and safety programs;
20. Develops on-going and long-range vehicle (school buses, county vehicles) replacement schedules;
21. Communicates with other administrators, personnel and outside organizations to coordinate transportation needs;
22. Prepares all required reports and maintains all appropriate records;
23. Ascertains that all buses are inspected as required;
24. Takes responsibility that all buses are kept in safe running condition with repairs being made at the School Bus Garage and/or vendors;
25. Mediates and works to resolve parent and employee concerns;
26. Authorizes purchases in the transportation department within budgetary limitations and according to county guidelines;
27. Investigates any accidents, takes appropriate corrective action, and files all required reports;
28. Monitors enrollment at the schools in order to realign school boundaries for school bus routes;
29. Assists with Comprehensive Educational Facilities Plan;
30. Oversees the use of cameras on school buses;
31. Utilizes current/available technology resources as it relates to any/all duties and responsibilities, when available and appropriate.
32. Remains on call for emergency situations; and
33. Performs duties as assigned by the superintendent.

JOB SUMMARY: The mechanic is required to perform a variety of skilled tasks within the transportation department for the maintenance and repair of any vehicle within the Pendleton County Board of Education's fleet and related district facilities

Pursuant to WV Code §18A-4-8:

'Mechanic means a person employed to perform skilled duties independently in the maintenance and repair of automobiles, school buses, and other mechanical and mobile equipment to use in a county school system.

PERFORMANCE RESPONSIBILITIES: (Additional Duties may be assigned)

1. Knowledge of the following:
 - Tools necessary to conduct routine and preventative maintenance
 - Diesel/gasoline engines
 - Air/hydraulic brake systems
 - Steering, differential, and suspension systems
 - Transmissions
 - Body electrical
 - Emissions
 - Cooling and heating systems
 - Computer control systems
 - Brake systems
 - Ignition systems
 - Fuel systems
 - Drivelines
 - Exhaust systems; emission and control
 - Engine blocks
 - Cylinder heads and valve trains
 - Chassis and cab maintenance
 - Lubrication
 - Department of Motor Vehicles and WVDE inspection process
 - Interior components including but not limited to dash panels and seat upholstery (be able to remove and install)
 - Welding
 - Body work
 - Tire repair/dismounting and remounting
 - Bus surveillance camera systems
2. Be willing to read and increase knowledge base on own time, to meet changing industry standards
3. Inspect all new buses purchased and buses on which repairs have been made and release same for transporting students
4. Perform welding and oxy-fuel cutting
5. Perform precision measurements
6. Perform engine mechanical diagnosis
7. Be prepared to assist the transportation director in determining when a bus is unsafe for student transport
8. Promote high standards of safety and good workmanship in all work-connected areas
9. Transport students on an emergency or as-needed basis when directed by the Transportation Supervisor
10. Be extensively familiar with mechanical aspects of all vehicles and maintain a high standard of workmanship. This includes knowledge of day-to-day repairs and major overhauls
11. Be skilled in the art of planned maintenance and maintain computer records of all work orders and completed maintenance

12. Be familiar with standards as set forth in the WV School Transportation Regulations and the Pendleton County Official Policy Manual
13. Abide by all rules and regulations pertaining to service personnel
14. Assist in the periodic inspections of all county buses to ascertain that buses are ready for inspection by the WV State Transportation Department. Do annual state inspections on all other county-owned vehicles.
15. Maintain/service all county-owned vehicles
16. Maintain cleanliness of garage and workplace
17. Perform duties efficiently and productively
18. Maintain product and parts recalls
19. Investigate accidents and reports
20. Maintain staff development/continuing education records
21. Monitor radio traffic daily and in emergency situations
22. Monitor the weather
23. Maintain and submit in a timely manner reports and records
24. Additional duties as assigned by the director of transportation

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate appropriate safety, hygiene and health standards
- Demonstrate safety of work area
- Adhere to schedules; demonstrate punctuality
- Be willing to be called out in emergency situations
- Demonstrate flexibility and adjusting to change
- Demonstrate courtesy and tactfulness in interpersonal relations
- Demonstrate dependability
- Demonstrate understanding and implementing responsibilities
- Demonstrate ability to use good judgment and make good decisions
- Have experience in repairs and maintenance of a variety of vehicles both gasoline and diesel (possibly propane and natural gas)
- Have knowledge of tools required
- Have experience in operating hydraulic lifts
- Possess and maintain a WV CDL license with passenger and school bus endorsement
- Ability to write reports and complete work orders consistent with duties
- Ability to effectively present information and respond to questions from administrators, staff, general public, and inspectors
- Ability to analyze and interpret schematics of various vehicle systems
- Ability to define problems, collect, review, and analyze data; establish and draw conclusions
- Ability to apply manufacturer's, inspector's, or supervisor's recommendations
- Ability to perform duties in full compliance with state and county requirements
- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with this position
- Ability to accurately perform assigned tasks/duties in full compliance with state and county requirements and Pendleton County Board of Education policies

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.