

# PENDLETON COUNTY SCHOOLS

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



Please Post  
July 6, 2018  
VACANCY NOTICE

**POSITION:** First Grade Teacher  
Franklin Elementary School

**DATE OF EMPLOYMENT:** August 13, 2018

**TERM OF EMPLOYMENT:** 200 day contract

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

**APPLICATION DEADLINE:** July 19, 2018 (\*Note: All applications must be received in the Central Office by 4:00 p.m. on day of deadline.)

**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 for Elementary Education K-6. Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; additional Minimum Requirements for Applicants Not Currently Employed: applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; the ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

**JOB DESCRIPTION:** See Attached

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

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<http://www.pendletoncountyschools.com>

**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: 5-29-18*

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58 Walnut Street  
Franklin, WV 26807  
Phone: (304) 358-2207  
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## Please Post July 6, 2018 VACANCY NOTICE

**POSITION:** Substitute Cook  
Pendleton County Schools

**DATE OF EMPLOYMENT:** August 17, 2018

**TERM OF EMPLOYMENT:** As Needed

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

**APPLICATION DEADLINE:** July 19, 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 receive a passing score on the State Competency Test for Cook. See Job Description for additional qualifications.

**JOB DESCRIPTION:** See Attached

**TIME:** 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**

**Cook**

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Background in institution food service
3. Physical fitness and emotional stability to carry on the job.
4. Must successfully pass State Competency Test for Cook.

**REPORTS TO:**

Cafeteria Manager  
Principal

**DUTIES:**

To assist in the implementation of the assigned school meal program.

**WORK HOURS:**

As assigned and determined by the Principal/Cafeteria Manager.

**EMPLOYEE CLASSIFICATION:**

Cook II

**RESPONSIBILITIES:**

The cook shall be responsible for:

1. Performing duties for food preparation as required by Cafeteria Manager.
2. Maintain sanitation standards for Food Service Area.
3. Maintaining positive work habits.
4. Performing duties efficiently and productively.
5. Maintaining and/or upgrading skills.
6. Maintaining personal qualities appropriate for assigned job.

**PERFORMANCE STANDARDS:**

The following performance standards and indicators further define the job responsibilities of a cook:

1. Work Habits
2. Perform duties involved in the safe preparation and handling of food, cleaning and sanitizing of equipment and facilities.
3. Practice safety precaution measures in all phases of food service operation.
4. Participate in implementing cost containment measure while maintaining quality.
5. Knowledge of operating all equipment, work techniques and methods of performing duties.
6. Willingness to work in any situation.

1. Maintains regular attendance.
2. Is punctual.
3. Exhibits enthusiasm
4. Exhibits self-confidence.
5. Demonstrates good work judgment by not trying to do more or less than capable of.
6. Enforce time and motion economy to insure that all meals served are tasty and attractive to customers.

B.

Performance

1. Follow the cafeteria manager's instruction in producing and serving food to meet federal and state nutritional standards.
2. Interpret menus to insure that WV Standards for Nutrition are being met.
3. Exhibit the ability to prepare food in large quantities without constant reference to recipe card or asking other employees questions.
4. Maintains required forms and records as assigned by manager.
5. Is responsible for general cleaning of food service area.
6. Is responsible for stocking shelves and cleaning store room.
7. Utilizes all food stocked to the fullest extent possible.
8. Advises Cafeteria Manager of repairs needed to equipment.
9. Keeps Cafeteria Manager informed of pertinent situations.
10. Exhibits the ability to serve food in quantities which meet requirements.
11. Works under stress efficiently and effectively.
12. Performs other duties assigned by Cafeteria Manager or Principal
13. Is able to work under supervision of the Cafeteria Manager or Principal without complaining, but is willing to give suggestions.

C.

Training and Experience

1. Participates in county in-service programs related to area of responsibility.
2. Shares methods, materials and ideas with co-workers.
3. Serves on committees.
4. Attends workshops, college classes or training in related areas, whenever possible.
5. Review material from past in-service programs.

D.

Personal Qualities

1. Strives for good public relations with customers, co-workers, supervisor and community.
2. Cooperates with principal, faculty, students and food service staff to make the food service program an integral part of the total school.
3. Have an interest in merchandising food and increase participation in school food service.
4. Have an interest in children.
5. Maintain a neat and appropriate appearance.
6. Projects good health habits.
7. Holds a valid food handlers card.
8. Has health and stamina to perform job effectively.
9. Maintains self-control.
10. Accepts constructive criticism.
11. Cooperates with Supervisor in scheduling the use of the kitchen.

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Please Post  
July 6, 2018

## VACANCY NOTICE

**POSITION:** Student Services Coordinator  
School Psychologist/Nutrition Coordinator  
Pendleton County Schools

**DATE OF EMPLOYMENT:** August 6, 2018

**TERM OF EMPLOYMENT:** 210 days.

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

**APPLICATION DEADLINE:** July 19, 2018

**QUALIFICATIONS:** WV Certification of School Psychologist and School Nutrition Director;  
Additional Minimum Requirements: Applicants who have unsatisfactory evaluations in the past year will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

**JOB DESCRIPTION:** See Attached

**APPLY TO:** Ms. Nicole Hevener  
Director of Human Resources & Student Services  
Pendleton County Board of Education  
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JOB DESCRIPTION**

**Immediate Supervisor:** Director of Student Services

**School Nutrition Coordinator**

**Qualifications:**

- Have a minimum of a bachelor's degree;
- Have, at a minimum, six hours of coursework in nutrition, foods, and/or food service management; additional coursework preferred;
- Be eligible for the School Nutrition Program Director Authorization;
- Possess knowledge of computers and related software applications to assigned responsibilities;
- Demonstrates good communication skills; and
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.

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.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

**Performance Responsibilities:**

- Develop and implement a comprehensive Health and Nutrition County Plan with the purpose of linking nutrition service and curriculum by establishing a wellness environment in the schools.
- Establish a focus on wellness and nutrition by planning professional development activities to be implemented as part of the total county staff development plan.
- Supervise the child nutrition staff in conjunction with the building administrator.
- Plan county-wide menus with standardized recipes in accordance with dietary guidelines and nutritional analysis, while also keeping in mind student acceptance.
- Communicate with parents and staff about child nutrition concerns including point of service.
- Provide regulation and monitor sanitation and safety for child nutrition program.
- Assume responsibility for all aspects of food ordering and delivery to the schools including the CLOC Program.



- Coordinate purchasing with Cooperatives in developing bids to assure good quality food at a competitive price; and develop and request bids on bread and milk products locally.
- Assume responsibility for processing applications for free and reduced meals and complete all requirements and reports for the Verification of applications and entering student status on WVEIS.
- Complete monthly and annual financial reports through reconciliation of child nutrition records with business office records.
- Prepare requisitions for purchase of food, compare invoices received to purchase orders and reconcile differences; prepare invoices to be paid by finance office.
- Prepare all necessary reports to State Department of Education.
- Plan and provide specific job related training for child nutrition staff and provide necessary orientation for substitute staff members.
- Work with the county curriculum team in the development and implementation of improved nutrition education for students; and plan with the child nutrition staff activities to promote a focus on good nutrition with the student body.
- Monitor snack and soda sales in the schools to assure compliance with state and federal regulations.
- Perform other assignments related to the job as assigned by the Superintendent.
- Coordinate a special diet plan for school's 504 committees.
- Other duties as assigned by the superintendent.
- 

### **School Psychologist**

#### **Performance Responsibilities:**

- Provides technical assistance to Student Assistance Teams (SAT);
- Provides technical assistance to school staff regarding the Support for Personalized Learning (SPL) process and eligibility determination;
- Conducts psycho-educational assessments, completes all required reports, and meets confidentiality requirements in maintaining case reports;
- Consults with parents on the evaluation and eligibility process for special education as directed;
- Assists in the development and implementation of Behavior Intervention Plans, Functional Behavioral Assessments, Manifestation Determinations and Positive Behavior Supports as directed;
- Participates in eligibility committee meetings, re-evaluation planning, and other meetings relating to the psychological needs of students as directed by Assistant Superintendent;
- Serves on committees involved with intelligence and/or psychological testing;
- Assists in the development of programs for teachers and administrators relating to child development, behavioral techniques, and the state standards for the identification of exceptional children;
- Assists in the development and monitoring of special programs for students and staff and makes recommendations for improvement, including the annual special education self-assessment process;

- Serves as a liaison between schools and consulting psychologist, psychiatrists, and other providers of therapeutic services;
- Interprets school psychological services to stakeholders;
- Develops and provides a schedule and a report of daily and weekly activities in collaboration with the Assistant Superintendent;
- Keeps abreast of the developments in the field by participating in conferences and workshops;
- Participates in community/agency committee meetings as assigned by immediate supervisor;
- Serves as a member of the crisis team of assigned schools and provides crisis counseling as needed;
- Maintains data needed for Medicaid billing for all eligible students;
- Supervises school psychology interns when appropriate;
- Develops and provides staff development training for all staff;
- Adheres to Employee Code of Conduct as outlined in Mineral County School's Policy 3210; and
- Performs other duties deemed appropriate and assigned by the Superintendent and/or immediate supervisor(s).

**Qualifications:**

- Currently hold or be eligible to obtain a valid student support certificate endorsed for School Psychology – Pre K-Adult;
- Experience in the field of mental health, special education, psycho-educational evaluations;
- Minimum of Master's Degree;
- Demonstrates oral/written communication skills; and
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.

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.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

**County Test Coordinator**

**Performance Responsibilities:**

- Directs the collection of statistical data required in planning and evaluating educational programs.
- Directs the planning and implementation of the related testing program;

- Assumes responsibility for the accuracy, validity and interpretation of results from use of the testing program;
- Oversees the organization and maintenance of the student attendance accounting system and supervise the maintenance of student records and reports;
- Monitors the student record system to ensure that approved information is kept current in student cumulative records folders;
- Attend regional and state meetings, programs and conferences to keep current with school program;
- Perform other responsibilities as the Superintendent may assign.

### **Professional Performance Characteristics:**

#### **Planning, Preparation and Implementation**

Engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items that may be used to reflect planning and preparation:

identifies needs of students and others; develops action plans based on identified needs; evaluates ongoing programs/plans; revises programs based on assessment; implements ongoing program activities and revise activities as needed; and advises school personnel regarding available resources.

#### **Administration/Management**

Organizes, directs, or coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities. Items that may be used to reflect administration/management.

Aids school administration in developing and providing policies and/or programs; establishes and communicates practices and procedures to students, parents, community and staff; works to integrate program into total school curriculum; prepares thorough and accurate reports in a timely manner; and, makes recommendations to modify the school program to meet individual student=s needs.

#### **Assessment/Evaluation**

Gathers and interprets data from individual, groups, or programs to evaluate needs and program. Items that may be used to reflect assessment/evaluation:

explains nature and purpose of assessment in an understandable manner; demonstrates knowledge of theories, techniques and instruments used for assessment; follows confidentiality procedures; makes provisions for the attainment and evaluation of program goals; and communicates effectively with school personnel, students, parents, and the community.

**Intervention**

Delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention: provides activities to foster the development of the whole child/student; demonstrates positive interpersonal relationships with students, educational staff, parents, and the community; assists teachers and students in implementing plans/strategies; involves student in setting objectives; and uses systematic processes to assess needs, plan interventions, and evaluate outcomes.

**Collaboration**

Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students. Items that may be used to reflect collaboration: presents information about services offered to students, school personnel, parents, and the community; assists parents and students with individual needs to secure available services; creates a positive climate during consultation; serves on or leads multidisciplinary teams; and respects values different from his/her own.

**Professional Development**

Facilitates professional development activities to achieve goals. Items that may be used to reflect professional development:

seeks input from staff; plans, implements, and evaluates professional development programs; disseminates information at meetings; develops procedures and provides training for school personnel students, and parents.

**Professional Responsibilities**

Develops and improves individual competence and skill in delivering services consistent with professional standards. Items that may be used to reflect professional responsibilities:

behaves in an ethical manner; demonstrates understanding of own professional limitations; continues professional development by keeping abreast of current trends; keeps appointments and follows up with commitments; adheres to established regulations, policies, rules and laws; and commands respect by example in appearance, manners, behavior and language.