

PENDLETON COUNTY SCHOOLS

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



Please Post

August 2, 2017

VACANCY NOTICE

POSITION: Nurse/Supervisory Aide
Pendleton County Schools

DATE OF EMPLOYMENT: August 16, 2017

TERM OF EMPLOYMENT: 200 Days

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

APPLICATION DEADLINE: August 8, 2017 (***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

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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August 8, 2017

VACANCY NOTICE

POSITION: SUBSTITUTE BUS DRIVERS

DATE OF EMPLOYMENT: Contingent upon completion of requirements for position

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

APPLICATION DEADLINE: August 21, 2017

QUALIFICATIONS: High School Diploma, must pass the State Transportation Requirements for Bus Driver prior to employment.

TIME: 5:00 a.m. – 8:00 a.m.; 2:30 p.m. – 5:00 p.m. or as agreed upon with transportation supervisor.

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
(304) 358-7065 ext. 122

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Bus Driver

Qualifications: High School Diploma or Equivalency; Holds a valid bus operators certificate; Pass an annual medical examination; Holds a valid First Aid Certificate.

Reports to: Director of Transportation

Duties: Operates the school bus daily in a safe and efficient manner.

Work Hours: As assigned and determined by the Director of Transportation.

Responsibilities: The bus operator shall be responsible for maintaining positive work habits; performing duties efficiently and productively; maintaining and/or upgrading skills; maintaining personal qualities appropriate for assigned job.

Performance Standards: The following performance standards and indicators further define the job responsibilities of a bus operator:

- A. Work Habits
 1. Maintains an accurate morning and evening time schedule.
 2. Prepares the bus for inspection by the State Inspector.
 3. Has regular attendance
 4. Submits required reports and records promptly and accurately.
 5. Is prompt in reporting mechanical defects for repair.
 6. Performs pre-trip inspection.
 7. Operates the bus in a safe and efficient manner and obeys all laws.
- B. Performance
 1. Understands and complies with West Virginia Department of Education and Pendleton County Board of Education Pupil Transportation Policies and Regulations.
 2. Provides a safe environment for students on the bus through good student control and discipline.
 3. Fosters a climate which permits effective communications with parents and students.
 4. Sweeps and cleans the bus on a daily basis or more often if needed.
 5. Reports any accident or damage to the bus immediately.
- C. Training and Experience
 1. Upgrades driving skills through county in-service programs.
 2. Participates in School Bus Rodeo sponsored by county, area or region.
- D. Personal Qualities
 1. Maintains a neat and acceptable appearance
 2. Projects a positive general attitude.
 3. Takes pride in the care of the bus.
 4. Is dependable in the duties of a bus operator.

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VACANCY NOTICE

- POSITION:** Homebound Teaching Positions
*Brandywine Elementary School
*Franklin Elementary School
*North Fork Elementary School
*Pendleton County Middle School
*Pendleton County High School
- DATE OF EMPLOYMENT:** August 16, 2017
- TERM OF EMPLOYMENT:** As needed
- SALARY RANGE:** \$25 per hour/not to exceed 4 hours per week per student
- APPLICATION DEADLINE:** August 14, 2017 (*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:** Teacher Certification specific for the grade level preferred; substitute teacher certification considered.
- 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) 358-2207, ex. 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. Implements the assigned program of study.
2. Fosters a classroom climate conducive to learning.
3. Utilizes instructional management systems that increase student learning and maximize time on task.
4. Monitors student progress towards achieving instructional objectives and goals (IGOs).
5. Communicates effectively within the educational community and with parents on a regular basis.
6. Meets professional responsibilities.
7. Maintains and upgrades professional skills.
8. Maintains professional work habits.
9. Promotes and maintains positive pupil-teacher-parent relationships.
10. Adheres to the teacher code of conduct.
11. Performs 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 on 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 established school discipline procedures that include the WV Student Code of Conduct:

Follows 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 educational 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.