

# PENDLETON COUNTY SCHOOLS

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



Please Post

September 6, 2017

## VACANCY NOTICE

- POSITION:** Extra-Curricular Coaching Positions  
Pendleton County Middle/High School  
**\*High School Assistant Track Coach**
- DATE OF EMPLOYMENT:** September 27, 2017
- TERM OF EMPLOYMENT:** Seasonal
- SALARY RANGE:** Based on County Extra-Curricular Salary Scale
- APPLICATION DEADLINE:** September 20, 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 and Employment in Pendleton County Schools with experience and knowledge in coaching preferred. Will consider individuals with certification through WVSSAC.
- 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
- 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**

**Coach**

**Qualifications:** Teacher Certification and knowledge in assigned sport will consider individuals with Certification through WVSSAC

**Immediate Supervisor:** Principal

**Terms of Employment:** Seasonal Extra-Curricular

**Supervises:** Assistant Coach(es) (as applicable)

**Evaluation:** Performance of this job to be evaluated annually by the Principal.

**Duties and Responsibilities:**

1. Provides leadership and support in planning, developing and implementing an instructional program in the sport.
2. Provides leadership and support in administering the sport program.
3. Fosters a climate conducive to learning.
4. Establishes and implements an improvement process for the sport.
5. Established good public and employee relations for the sport
6. Maintains professional work habits.
7. Maintains and upgrades his/her professional skills in order to improve instruction for students.
8. Communicates with parents and the educational community (Professional and Interpersonal Relations).
9. Implements fundamental sports skills and sports management systems (Coaching and Related Areas).

**Coaches Performance Criteria:**

***Professional and Interpersonal Relations***

Communicates with educational personnel, parents, students, and others:

cooperates with building principal; cooperates with athletic director; developed rapport with coaching staff with the school; organizes coaching staff; develops positive relationship with participants, student body, faculty, parents and community, game officials, news media, and opponents; employees; employs appropriate conduct during games and practices; attends league, conference and WVSSAC meetings; participates in activities that foster professional growth and development; motivates staff and players toward desired goals; and commands respect by example in appearance, manners, behavior and language.

***Coaching and Related Areas***

Organizes strategies for teaching sports skills and sports management systems:

Develops high caliber and quality instruction; teaches fundamental skills; handles athletic injuries; cares for equipment; supervises participants and disciplines team appropriately; designs quality organization of practice sessions; designs pre-season planning; supervises managers and other support personnel; manages budget; follows purchasing procedures; initiates game organization skills; follows league, conference, and WVSSAC policies; devotes time and energy to coaching duties; and follows end of season procedures.

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## Please Post September 6, 2017 VACANCY NOTICE

**POSITION:** Substitute Nurse/Supervisory Aide  
Pendleton County Schools

**DATE OF EMPLOYMENT:** September 27, 2017

**TERM OF EMPLOYMENT:** As Needed

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

**APPLICATION DEADLINE:** September 20, 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

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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  
September 6, 2017  
**VACANCY NOTICE**

- POSITION:** Homebound Teaching Positions  
**\*Multi-Categorical Special Education**
- DATE OF EMPLOYMENT:** September 27, 2017
- TERM OF EMPLOYMENT:** As needed
- SALARY RANGE:** \$25 per hour/not to exceed 4 hours per week per student
- APPLICATION DEADLINE:** September 20, 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 multi-categorical special education required.
- JOB DESCRIPTION:** See Attached
- APPLY TO:** Ms. Nicole Hevener  
Director of Human Resources & Student Services  
Pendleton County Board of Education  
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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.