

PENDLETON COUNTY SCHOOLS

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



Please Post
October 1, 2018
VACANCY NOTICE

POSITION: Extra-Curricular Coaching Positions
Pendleton County Middle/High School
***High School Cheerleading Coach**

DATE OF EMPLOYMENT: October 18, 2018

TERM OF EMPLOYMENT: Seasonal

SALARY RANGE: Based on County Extra-Curricular Salary Scale

APPLICATION DEADLINE: October 12, 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: Teacher Certification and Employment in Pendleton County Schools with experience and knowledge in coaching preferred. Will consider individuals with certification through WVSSAC. 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
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 October 1, 2018 VACANCY NOTICE

POSITION: Itinerant Elementary Reading & Math Interventionist

DATE OF EMPLOYMENT: October 22, 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: October 12, 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

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

READING AND MATH INTERVENTIONIST

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 Elementary Education K-6.
2. Background/knowledge in reading and math intervention strategies/Research Based Instructional Strategies.
3. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Ability to communicate effectively with students, school personnel, and parents, and an ability to work cooperatively with others.
5. Ability to motivate students and get them excited about learning.
6. Knowledge of technology based activities that assist and facilitate student progress such as Odyssey, Renaissance Learning, and other county web-based activities.

IMMEDIATE SUPERVISOR:

Principal

TEACHER RESPONSIBILITIES:

1. Skill at interpretation of assessment data to drive instruction.
2. Review data to make instructional decisions to address student weaknesses.
3. Prepare and deliver focused reading intervention instruction in small group setting.
4. Knowledge in reading intervention strategies and actual implementation.
5. Utilizes instructional management systems which increases student learning and maximizes time on task.
6. Support for differentiated learning.
7. Communicates effectively within the educational community and with parents on a regular basis.
8. Collaborate with the reading teacher and assigned classroom teacher(s) for instructional planning and delivery.
9. Monitor and maintain accurate records on student achievement, articulating the progress and success.
10. Provide explicit, scientifically based instruction to small groups of students.
11. Assist in the scheduling and assignment of students to the program.
12. Implements the assigned program of study.
13. Fosters a classroom climate conducive to learning.
14. Promotes and maintains positive pupil-teacher-parent relationships.
15. Strong commitment to help all children succeed.
16. Adhere to the teacher code of conduct.
17. Maintains professional work habits.
18. Participate in training as required-attendance to additional training outside designated schedule.
19. Perform other job related duties as assigned by the Principal.

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October 1, 2018
VACANCY NOTICE

POSITION: Homebound Teaching Positions
***Multi-Categorical Special Education (Day time services preferred)**

DATE OF EMPLOYMENT: October 12, 2018

TERM OF EMPLOYMENT: As needed

SALARY RANGE: \$25 per hour/not to exceed 4 hours per week per student

APPLICATION DEADLINE: October 22, 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: Teacher certification specific for multi-categorical special education required; autism certification preferred. 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

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**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Homebound 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 and Director of Student Services

Teacher Responsibilities:

1. Implements the assigned program of study.
2. Fosters a classroom climate conducive to learning.
3. Utilizes instructional management systems which increases student learning and maximizes time on task.
4. Develops and implements Individual Education Programs (IEP's) in accordance with Policy 2419.
5. Monitor student progress towards achieving instructional objectives and goals on the IEP's.
6. Communicates effectively within the educational community and with parents on a regular basis.
7. Meets professional responsibilities.
8. Maintains and upgrades professional skills.
9. Maintains professional work habits.
10. Promotes and maintains positive pupil-teacher-parent relationships.
11. Adhere to the teacher code of conduct.
12. Perform other job related duties as assigned by the Principal and the Special Education Director.

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:

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 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.

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October 1, 2018
VACANCY NOTICE

POSITION: Extra-Curricular General Maintenance/Electrician II

DATE OF EMPLOYMENT: October 22, 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: October 12, 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 §18A-5-15c; meet the definition of "Qualifications" in WV Code §18A-4-8b; Demonstrated competency, pursuant of WV Code §18A-4-8e (state approved competency test) for General Maintenance and Electrician II; and possesses WV Electricians License. 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

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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 October 1, 2018 VACANCY NOTICE

POSITION: Substitute Supervisory Aide

DATE OF EMPLOYMENT: October 22, 2018

TERM OF EMPLOYMENT: 200 days

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

APPLICATION DEADLINE: October 12, 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 or GED, must pass the State Competency Test for Aide prior to Employment; hold or qualify for Aide Certification according to WV Code; hold or qualify for Temporary Authorization, Permanent Authorization, or Paraprofessional Certificate for Early Childhood Classroom Assistant Teacher. 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.

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

JOB DESCRIPTION: See Attached

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

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PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION
Instructional Aide

QUALIFICATIONS:

High School Diploma or equivalent.

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.

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.

16. 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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October 1, 2018

VACANCY NOTICE

POSITION: **SUBSTITUTE BUS DRIVERS**
PENDLETON COUNTY SCHOOLS

DATE OF EMPLOYMENT: Contingent upon completion of requirements for position

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

APPLICATION DEADLINE: October 12, 2018 2018 (*Note: All applications must be received in the Central Office by 4:00 p.m. on day of deadline.)

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
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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; submit to a Criminal Investigation Bureau (CIB) background check.

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.