

PENDLETON COUNTY SCHOOLS

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



Please Post October 23, 2018 VACANCY NOTICE

POSITION: Contract Bus Driver – Mid Day Run; Pendleton County Middle/High School to Brandywine Elementary School

DATE OF EMPLOYMENT: November 8, 2018

TERM OF EMPLOYMENT: Remainder of the 2018-2019 school year

SALARY RANGE: \$43.00 dollars a day and current state mileage rate.

APPLICATION DEADLINE: October 29, 2018 (Note: Applications must be received in the Central Office by 4:00 p.m.)

QUALIFICATIONS: High School Diploma, Must have a minimum of a class D CDL license. See Policy 4336 requirements listed in the job description.

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) 358-7065 ext. 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. Inquires 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**

Contracted Driver

Qualifications (As per Policy 4336):

15.5. Counties may elect to hire an individual (contract bus operator) to transport students in passenger vehicles with a designed seating capacity of fewer than ten (10) occupants, not including driver, in areas where bus service is limited due to terrain. Under no circumstances shall designed seating capacity be exceeded.

15.5.1. The contract bus operator candidate shall comply with all federal, state and county regulations. The operator must have the minimum of a class D CDL license.

15.5.2. The contract bus operator candidate shall submit to a Criminal Investigation Bureau (CIB) background check and a DMV background check prior to being considered for employment. A candidate shall not be employed if there is an accumulation of six (6) or more points against the candidate's driving record from any state DMV. Points that have been removed by the operation of law shall not be considered. An accumulation of ten (10) or more points against the bus operator's driving record after employment shall result in termination of contract. A DMV check shall be submitted annually once employed.

15.5.3. The contract bus operator candidate shall complete an approved first-aid and CPR class and shall follow all guidelines for re-certification once employed.

15.5.4. The contract bus operator candidate shall pass a physical examination from a Medical Examiner, defined by the FMCSA, annually once employed.

15.5.5. The contract bus operator candidate shall be subject to pre-employment drug and alcohol testing and random testing once employed.

15.5.6. The contract bus operator candidate shall receive a minimum of eight (8) hours of training with a WVDE certified school bus operator instructor, online training modules, or a combination thereof, including but not limited to: loading and unloading procedures, railroad crossings, student conduct, emergency procedures, and County policies. A driving exam and state certification are not required.

15.5.7. The contract bus operator once employed shall have automobile liability coverage in place. The Certificate of Insurance must evidence a minimum of \$1,000,000 per occurrence of Auto Liability. Copies shall be made available to the County Superintendent/designee.

15.5.8. The vehicle used to transport students shall have a DMV inspection annually, be subject to periodic maintenance with proper documentation of any repairs, and the documentation shall be made available to the County Superintendent/designee upon request.

Reports to:

Director of Transportation

Work Hours:

As assigned and determined by the Director of Transportation.

Responsibilities:

The contracted driver 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 vehicle for inspection
 3. Has regular attendance
 4. Submits required reports and records promptly and accurately.

- 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 in the vehicle.
 3. Fosters a climate which permits effective communications with parents and students.
 4. Maintains a clean vehicle

- C. Training and Experience
 1. Upgrades driving skills through county in-service programs.

- D. Personal Qualities
 1. Maintains a neat and acceptable appearance
 2. Projects a positive general attitude.
 3. Takes pride in the care of the students.
 4. Is dependable in the duties of a contracted driver.

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Please Post October 23, 2018 VACANCY NOTICE

POSITION: Itinerant Elementary Reading & Math Interventionist Long-term Substitute

DATE OF EMPLOYMENT: November 7, 2018

TERM OF EMPLOYMENT: Remainder of the 2018-2019 school year

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

APPLICATION DEADLINE: October 29, 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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<http://www.pendletoncountyschools.com>

**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.