

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
304-329-0580 - Fax 329-0720
EXTRACURRICULAR VACANCY
SCHOOL YEAR 2016-2017

Date Posted: September 18, 2017 Closing Date: Until Filled
Position: English Language Learner Tutor Location: County Itinerant
Supervisor: Principal assigned and Federal Programs Director
Funding: State aid/local
Employment Term: Upon approval; 3 days per week @ \$20.00 per hour as needed per enrollment numbers for the 2017-2018 school year
Certification: Valid WV teaching certificate; English as a Second Language certificate preferred;

Application process: Submit a letter of interest, copy of valid certificate and a bid sheet to the personnel office by the closing date by mail, email or fax.

Minimum Qualifications:

1. B.A. in Education preferred; BA degree required
2. English as a Second Language certification preferred
3. Spanish speaking preferred
4. ESL training or willing to pursue
5. Relates well to children and school staff
6. Excellent interpersonal and organizational skills
7. Must be available to provide instruction after school for assistance with parents and students with homework translation
8. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration
9. Satisfactory references concerning past performance
10. Satisfactory past evaluations

Job Description/Major Duties:

1. Provide instruction to students in areas designated
2. Provide school instruction according to student schedules
3. Monitor weekly academic progress
4. Collaborate with parents and teachers to target and provide services based on individual student needs.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to Title IX Coordinator, 731 Preston Drive, Kingwood, West Virginia 26537, Phone (304) 329-0580 or to the United States Department of Education, Director of the Office of Civil Rights.