

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, WV 26537
Notice of Extracurricular Vacancy
2016-2017 School Term
304-329-0580 FAX 304-329-0720

Posting Date: February 16, 2017 Closing Date: Until filled

Position: Tutor/Mentor
Salary: \$20.00 per hour
Location: Bruceeton School
Budget Source: Homeless Grant

Supervisor: Principal Assigned, Attendance Coordinator, Homeless Service Provider

Employment Term: 48 days; effective upon approval through approximately May 12, 2017

Certification: Minimum of BA in Education grades K-8

Schedule: 2 hours per day; 1 or 2 days per week not to exceed 48 days or 96 hours during the school day or after school

Application Process: Submit a letter expressing interest in the position and a bid sheet to the Personnel Office either by mail, email (bsbarlow@k12.wv.us) or fax.

Minimum Qualifications:

1. BA in Education grades K-8 required
2. Experience in secondary education preferred
3. Relates well to children and school staff
4. Experience working with at-risk children with disabilities
5. Excellent interpersonal and organizational skills
6. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration
7. Satisfactory references concerning past performance
8. Satisfactory past evaluations

Job Description/Major Duties:

1. Provide instruction to students in small groups or individually
2. Provide homework help to students
3. Monitor weekly academic progress and homework completion rates
4. Collaborate with parents and teachers to target and provide services based on individual student needs
5. Attend trainings and staff meetings as required
6. Assist in activities geared to sustain program after grant funding has ceased
7. Document grades and names of students who attend each tutoring session

Position is contingent upon grant funding from the Homeless Grant.

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 education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.