

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

Date Posted: February 16, 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; \$20.00 per hour as needed; for the 2016-2017 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 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
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 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.