

PRESTON COUNTY SCHOOLS  
731 PRESTON DRIVE, KINGWOOD, WV 26537  
304-329-0580 – Fax 304-329-0720  
EXTRA-CURRICULAR VACANCY  
SCHOOL YEAR 2016-2017

Date Posted: February 16, 2017  
Position: Tutor  
Supervisor: Federal Programs Director / Principals assigned

Closing Date: Until filled  
Budget Source: Title I funds

Locations: 1-West Preston School

Certification: BA Degree; PK-3 certification preferred

Employment Term: Upon approval through the end of the 2016-2017 school year; schedule to be determined by Principal. This is a one-year position.

Salary: \$20.00/hr. as needed; position not to exceed 470 hours for the year.

Application process: Submit a letter of interest and a bid sheet to the Personnel Office by the closing date by mail or fax.

Minimum Qualifications:

1. Bachelor's Degree in education preferred
2. Master's Degree in Reading preferred
3. Experience in RLA and Math preferred
4. Experience working with at-risk children and 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 areas designated
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. Assist in activities designed to sustain program after grant funding has ceased.

Equal Employment Opportunity:

*As required by Federal law and regulations, the Preston County Board of Education and the County Office go 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.*