VACANCY LIST
PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537

"AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE PRESTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY IN EMPLOYMENT AND IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO CAROL RILEY, TITLE IX COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS."

PERSONS INTERESTED IN MAKING APPLICATIONS FOR ANY POTENTIAL OR EXISTING VACANCIES LISTED SHOULD CONTACT **THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WV 26537 - PHONE 329-0580**. BIDS MAY BE SUBMITTED TO THE PERSONNEL OFFICE OR EMAILED TO brjsmith@k12.wv.us.

THE BOARD AND THE SUPERINTENDENT RESERVE THE RIGHT TO REJECT ANY APPLICATIONS OR TRANSFER REQUESTS AFTER **July 11, 2017.**

DATE VACANCY LISTED: July 5, 2017 **SCHOOL TERM: 2017-2018**

Pending Preston County Board of Education Approval

SERVICE PERSONNEL

VAC#	LOCATION	DESCRIPTION OF VACANCY
S17-18-20	**Preston High School**	**Secretary II** Shift – 8:00 am - 4:00 pm 240-Day Employment Term Salary Range (Pay Grade "E") $22,255.50-$36,907.50 Requirements: Successful completion of secretary training and testing.

PRESTON COUNTY SCHOOLS OFFERS PUBLIC EMPLOYEES INSURANCE, DENTAL & OPTICAL INSURANCE AND RETIREMENT TO ALL REGULAR EMPLOYEES.

REFERENCE: Policy 8-18