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PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
304-329-0580 FAX 304-329-0720
Notice of Vacancy for Extracurricular Assignment
2017-2018 School Year

Posting Date: February 9, 2018 Closing Date: February 15, 2018
Title: Tutor/Mentor
Location: 1 – Central Preston Middle School
1 – Bruceeton School
1 – Preston High School
Salary: \$20.00 per hour
Budget Source: Homeless Grant
Supervisor: Principal Assigned, Attendance Coordinator, Homeless Service Provider
Certification: Minimum of BA in Education
Employment Term: 26 Days; effective upon approval through approximately May 21, 2018
Schedule: 2 hours per day; 2 days per week; not to exceed 26 days or 52 hours during the school day or after school

Application Process: Submit a letter of interest, a bid sheet, copy of teaching certificate, and a resume to the personnel office by mail, email (brjsmith@k12.wv.us) or fax at (304) 329-0720 by 4:00 pm on the closing date.

Minimum Qualifications:

1. BA in Education 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 contract 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. Inquires 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.