

**VACANCY LIST
PRESTON COUNTY SCHOOLS
300 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, 300 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 300 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 300 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 VACANCY LISTED SHOULD CONTACT **THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 300 PRESTON DRIVE, KINGWOOD, WV 26537 - PHONE 329-0580**. THE BOARD AND THE SUPERINTENDENT RESERVES THE RIGHT TO REJECT ANY APPLICATIONS OR TRANSFER REQUESTS AFTER **May 27, 2010**.

DATE VACANCY LISTED: May 21, 2010 SCHOOL TERM: SUMMER 2010

NON-CERTIFICATED PERSONNEL

<u>VAC#</u>	<u>LOCATION</u>	<u>DESCRIPTION OF VACANCY</u>
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RESCIND & RE-POST

Summer Extra-Curricular

SEC 1007	Aurora School	1 Sanitation Plant Operator/Custodian on an as/if needed basis - pay grade "F"
SEC 1008	County	4 General Maintenance/Painters, on an as/if needed basis, pay grade "E". (to be paid out of Excess Levy Funds)

PRESTON COUNTY SCHOOLS OFFERS PUBLIC EMPLOYEES INSURANCE, RETIREMENT AND BOARD OFFERED DENTAL/OPTICAL PLAN.

REFERENCE: Policy 8-18

PRESTON COUNTY SCHOOLS
Job Description
Summer Sanitation Plant Operator/Custodian
(Supplemental Contract)

GENERAL RESPONSIBILITIES AND GOALS:

Sanitation plant operator is a "minor" assignment of either a custodian or maintenance worker. The duties of a water treatment operator are to operate and maintain the system in the manner specified by the health department to ensure the safety of the plant's effluent for human consumption.

The sewage treatment operator is to operate and maintain the treatment plant in a manner prescribed and approved by the health department to assure the plant's effluent is environmentally safe.

Responsible for keeping the school buildings and grounds clean and to the best of his/her ability maintain an attractive, safe facility.

RELATIONSHIP:

Directly responsible to the principal of the school in which he/she works during the school year and to the Coordinator of Transportation/Maintenance and Assistant Coordinator of Transportation/Maintenance during the summer.

QUALIFICATIONS:

Must have attained a high school diploma or GED equivalent. Must have the ability to get along well with people. Passage of State Competency Test. He/She must have the physical attributes and skills to do the work required. He/She must demonstrate aptitude or competency for assigned responsibilities.

TERMS OF EMPLOYMENT:

The employment term is on an as/if needed basis during the summer at a salary from the adopted state/county pay scale - pay grade "F".

PERFORMANCE STANDARDS/INDICATORS:

I. WORK HABITS

- A. Display a positive attitude.
- B. Follow state and county laws, and school policies.
- C. Meet schedules.
- D. Maintain a clean, uncluttered work area.
- E. Manage stressful situations.
- F. Require minimum supervision.
- G. Punctual.
- H. Accept suggestions and constructive criticism.
- I. Dependable.

II. WORK DUTIES AND PERFORMANCE

- A. Clean and dust building.
- B. Clean chalkboards.
- C. Sanitize restrooms and other areas needing it.
- D. Secure building during hours school is not in session.
- E. Keep sidewalks, driveways, and grounds, neat and safe.
- F. Immediately report major repairs to the principal.
- G. Open building as needed.
- H. Regularly inspect building for safety hazards and repairs.
- I. Order supplies as needed.
- J. Raise and lower flag.
- K. Protect school property against damage or theft.
- L. Keep building free of refuse.
- M. Perform other related duties as assigned by principal.

CUSTODIAN III

- A. Perform duties of Custodian I.
- B. Operate heating and cooling system efficiently.
- C. Make minor repairs.
- D. Paint areas in need when time permits.

PROFESSIONAL DEVELOPMENT

- I. Attend in-service and job-related training
- II. Work toward skill improvement and efficiency.

PRESTON COUNTY SCHOOLS
Job Description
Summer General Maintenance/Painter
(Supplemental Contract)

GENERAL RESPONSIBILITIES AND GOALS:

Maintenance personnel are to keep school facilities and equipment in a safe, operable, attractive, condition in order to encourage and aid the educational opportunities available to our youth. They are also to assist on new construction as instructed.

RELATIONSHIP:

They are directly accountable to the Coordinator of Transportation/Maintenance and Assistant Coordinator of Transportation/Maintenance.

QUALIFICATIONS:

Must have attained a high school diploma or GED equivalent. Maintenance personnel must possess the ability to get along well with people. Passage of State Competency Test(s). They must be responsible enough to work independently with little supervision. They should reference prior painting experience and must meet any additional required state qualifications.

TERMS OF EMPLOYMENT:

The employment term is on an as/if needed basis during the summer at a salary from the adopted county pay scale - pay grade "E".

PERFORMANCE STANDARDS/INDICATORS:

1. WORK HABITS

- A. Display a positive attitude.
- B. Follow state and county laws; school policy.
- C. Meet schedules.
- D. Maintain clean, uncluttered work areas.
- E. Manage stressful situations.
- F. Require minimum supervision.
- G. Punctual.
- H. Dependable
- I. Accept suggestions and constructive criticism.
- J. Keep record of all supplies and materials used at each job site.

2. WORK DUTIES AND PERFORMANCE

General Maintenance

- A. Serves as helper to skilled maintenance employees.
- B. Make minor repairs.
- C. Assist in keeping facilities and equipment clean, attractive and safe.

Painter

- A. Painting, finishing, decorating wood, metal, and concrete surfaces of buildings, other structures, equipment, machinery and furnishings.
- B. Proper care of equipment.
- C. Perform other related painting duties.
- D. Knowledge of and experience with painting.

3. PROFESSIONAL DEVELOPMENT:

- A. Attend in-service and job-related training.
- B. Work toward skill improvement and efficiency.

PERSONNEL MANAGEMENT

8-18

POSTING JOB VACANCIES

The Director of Personnel shall maintain an up-to-date list of job vacancies. After each regular board meeting an updated vacancy list will be compiled. Other lists may be published when vacancies are anticipated.

During school months every vacancy list will be sent to each principal. This list shall be posted on a location which is readily available to all employees and the public. Each list shall also be posted outside the Board Office, in the lower hall of the Board Office, school bus garage, and in the supply room.

Persons seeking employment or employees interested in transferring should keep checking these lists. Persons interested in a job which is listed should contact the Personnel Office. The Director of Personnel shall keep a master list of people who requested transfer on their intent form for the following school year. Those people who have requested transfer to specific schools or jobs will be considered when such openings occur.

All vacancies will be advertised for at least five working days before being filled. Job descriptions of each vacancy will be available to the public at each location where jobs are advertised.

REFERENCE: State Board Policy
West Virginia Code 18A-4-8b

ADOPTED: May 23, 1983