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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
302-329-0580 - FAX 304-329-0720
NOTICE OF VACANCY
2010-2011 School Year

POSTING DATE:	July 20, 2010	CLOSING DATE:	July 27, 2010
TITLE:	Speech Therapist	LOCATION:	Terra Alta/East Preston
SUPERVISOR:	Prin, Terra Alta/East Preston & Director of Special Education	EMPLOYMENT TERM:	2010-2011 School Year
CERTIFICATION:	Speech & Language Therapist/ CCC's Certificate of Clinical Comp	BUDGET SOURCE:	Special Education

APPLICATION PROCESS: Submit a letter of interest, a bid sheet and a resume to the Personnel Office, either by mail, e-mail or fax (304) 329-0720.

QUALIFICATIONS:

1. Appropriate certification for the position as required by W.Va. Policy 5202;
2. Experience with school age children is preferred;
3. Ability to successfully work with parents, staff, and students;
4. Ability to successfully carry out the responsibilities of the position;
5. Meet professional responsibilities;
6. Clearance of any criminal convictions as listed in House Bill 146.

PERFORMANCE STANDARDS/INDICATORS:

1. LEADERSHIP

- A. Display knowledge of area of responsibility;
- B. Keep informed of recent developments in field;
- C. Use good judgement;
- D. Establish and follow schedule;
- E. Train teachers in use of individual evaluation instruments;
- F. Consult with teachers on student management ideas.

2. WORK TOWARD SCHOOL SYSTEM IMPROVEMENT

- A. Keep program current with needs of system and community;
- B. Assist teachers in the use of results of individual evaluations, related materials, and appropriate methods.

3. PROMOTE GOOD EMPLOYEE AND PUBLIC RELATIONS

- A. Cooperate with staff and public;
- B. Be accessible;
- C. Treat parents, staff, public and students courteously;
- D. Work with parents in developing and understanding of learning problems.

4. DISPLAY PROFESSIONAL WORK HABITS.

- A. Maintain confidentiality;
- B. Display a positive attitude;
- C. Display respect for opinions of others;
- D. Regular attendance;
- E. Punctual;
- F. Dress appropriately.

5. PROFESSIONAL DEVELOPMENT

- A. Promote staff development in areas related to Speech Therapy;
- B. Read professional journals;
- C. Attend professional meetings.

6. PROFESSIONAL EVALUATION

- A. Constantly evaluate and update Speech and Language program;
- B. Offer suggestions to special education director on program improvement;
- C. Offer suggestions to teachers on methods to use in working with students;
- D. Administer test and interpret results.

7. PERFORM DUTIES ASSIGNED

- A. Prepare and submit reports as required;
- B. Serve on Placement Advisory Committee;
- C. Counsel students;
- D. Serve as a liaison to other professionals;
- E. Monitor procedural safeguards to assure compliance;
- F. Consult with and assist other Speech Therapists;
- G. Maintain files in central office;
- H. Evaluate assessment data on students transferring into county;
- I. Requisition materials and supplies;
- J. Monitor procedural safeguards to assure compliance.

8. OTHER DUTIES AS ASSIGNED

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 the Title IX Coordinator, Preston County School, 731 Preston Drive, Kingwood, West Virginia 26537, (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.