

**PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537 -
304-329-0580 - Fax 329-0720**

**Notice of Vacancy
2010-2011 School year**

Short Term Leave of Absence until September 24, 2010

Posting Date:	August 4, 2010	Closing Date:	August 10, 2010
Title:	Spec. Ed. (LD,BD,MI) LOA	Location:	Valley Elementary
Salary:	Based upon degree/experience	Certification:	Multi-Categorical (LD,BD,MI) K-5
Budget Source:	County Funds	Supervisor:	Principal Assigned
		Employment Term:	LOA until September 24, 2010

Application Process: Submit a letter of interest, a bid sheet, a copy of current certification, and a resume' to the Personnel Office, either by mail or fax (304-329-0720) by 4:00 p.m. on the closing date.

Responsibilities:

1. **Implement a program of study;**
2. **Foster a classroom climate conducive to learning;**
3. **Utilize instructional management system models which increase student learning;**
4. **Monitor student progress toward mastery of instructional objectives, goals, content standards;**
5. **Communicate effectively within the educational community and with parents on a regular basis;**
6. **Meet professional responsibilities;**
7. **Demonstrate competency in the knowledge and implementation of technology standards;**

Minimum Qualifications:

1. **Have at least 5 years experience in Special Education; preferred**
2. **Have appropriate certification for the position subject(s) and grade level(s) as required in West Virginia Policy 5202;**
3. **Clearance of any criminal convictions as listed in House Bill 146;**
4. **Successfully carry out the responsibilities of the position.**
5. **Agree to work toward Autism Certification as courses are offered, if needed.**

Performance Criteria:

1. **Program of Study: Provide curricula required by the State of West Virginia and according to the IEP.**
 - A. **Base instruction on adopted curriculum for the school;**
 - B. **Demonstrate accurate and current knowledge in subject field;**
 - C. **Develop appropriate lessons to teach instructional objectives;**
 - D. **Employ a variety of instructional strategies to augment achievement;**
 - E. **Utilize content scope and sequence in planning.**
2. **Classroom climate: Provide an atmosphere conducive to learning consistent with school/county mission.**
 - A. **Follow established school discipline procedures which include the West Virginia Code of Conduct;**
 - B. **Establish procedures and rules which enhance learning;**
 - C. **Encourage student attendance;**
 - D. **Set high positive expectations for student performance;**
 - E. **Encourage and acknowledge individual student accomplishments and appropriate behavior;**
 - F. **Treat students in a fair and equitable manner;**
 - G. **Accommodate individual learning differences;**
 - H. **Create and maintain an environment which supports learning;**
 - I. **Communicate with parents.**
3. **Instructional Management Systems: Organize strategies for teaching to maximize the use of allocated instructional time to increase student learning.**
 - a. **Prepare and implement lesson plans;**
 - b. **Begin lesson on instructional activity with a review of previous material, as appropriate;**
 - c. **Have materials, supplies and equipment ready at the start of the lesson or instructional activity;**
 - d. **Introduce the instructional activity and specify instructional objectives;**
 - e. **Direct and adequately supervise students to be on task quickly at the beginning of each**

