

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
NOTICE OF VACANCY
2010-2011 SCHOOL YEAR

Posting Date: September 13, 2010
September 17, 2010

Closing Date:

High Schools That Work Grant

Position: LINKS Coordinator

Location: Preston High School

Schedule: As needed for planning

Yearly Stipend: \$3,500.00

Qualifications:

1. must hold a valid professional certificate for grades 9-12
2. relates well to children, school staff, and parents
3. experience with advisor/advisee programs
4. experience/training in the LINKS program preferred
5. must be able to anticipate grade level needs as predicted by the school calendar

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Job Description/Major Duties:

1. Ensures that school-specific grade level needs are addressed.
2. Provide support for the implementation of the LINKS program.
3. Attend all training provided by district or state for the LINKS program.
4. Stay abreast of policies, procedures, and changes relevant to the LINKS program
5. Assist with delivery and/or scheduling of professional development for all persons in the LINKS program.
6. Copies and distributes lesson plans and handouts to advisors or facilitates process through grade level coordinators.
7. View all lesson plans well in advance and assures that all school specific forms are provided to advisors: graduation requirements, checklists, course information, co-curricular activities, etc.)
8. Communicates with building administrator and school board regarding program success, funding and other needs.
9. Provides public relations for the LINKS program: flyers, parent and staff brochure, school website, newsletter, public service announcements, morning announcements.

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Employment Effective: through the 2010-2011 school year

To Apply: submit a bid sheet and letter of interest to Preston County Schools

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.

Inquiries 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.