

**PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 – Fax 304-329-0720
EXTRACURRICULAR VACANCY
SCHOOL YEAR 2010 - 2011**

Date Posted: October 25, 2010

Closing Date: October 29, 2010

Position: Daytime Tutor (9:00 – 2:00)

School: Valley Elem.

Supervisor: Principal

Budget Source: Title I funds

Salary: \$20.00/hr. on an as needed basis

Employment Term: November 8, 2010

Not to exceed 500 hours

to June 6, 2011

Certification: Elem Ed. K-6 or Multi Subj.K-8

Application process: Submit a letter of interest and a bid sheet to the Personnel Office by the closing date by mail or fax.

Minimum Qualifications:

1. Bachelor's Degree in education
2. Experience in RLA and Math, preferred
3. Experience working with at-risk children and children with disabilities
4. Excellent interpersonal and organizational skills

Job Description/Major Duties:

1. Provide instruction to students in areas designated
2. Provide homework help to students
3. Monitor weekly academic progress and homework completion rates
4. Collaborate with parents and regular teachers to target and provide services based on individual student needs
5. Attend trainings and staff meetings required
6. Assist in activities geared to sustain program after grant funding has ceased.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office go 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 Title IX Coordinator, 731 Preston Drive, Kingwood, West Virginia 26537, Phone (304) 329-0580 or to the United States Department of Education, Director of the Office of Civil Rights.