

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

<b>Date Posted:</b> October 27, 2010	<b>Closing Date:</b> November 4, 2010
<b>Position:</b> 2 Ready-Set-Go Coordinator/ Presenter	<b>School:</b> Kingwood Elem.
<b>Supervisor:</b> Principal	<b>Budget Source:</b> Title I funds
<b>Salary:</b> \$20.00/hr. (Not to exceed 150 hrs.)	<b>Employment Term:</b> January 3, 2011 June 10, 2011

**Certification: Reading Specialization PK - A**

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

**Qualifications:**

1. Master's Degree in Reading
2. Experience working with primary and preschool children
3. Excellent interpersonal and organizational skills
4. Experience with providing parent workshops/training that promote academic success and developing home/school partnerships.

**Job Description/Major Duties:**

1. Complete home visits to participating parents and children.
2. Complete activities that require a great deal of physical activity.
3. Develop educational materials to supplement training sessions.
4. Set up learning environments for parent and student sessions.
5. Must be available to work week nights for at least six weeks.

**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.*