

**PRESTON COUNTY SCHOOLS**  
731 Preston Drive, Kingwood, West Virginia 26537  
304-329-0580 - Fax 329-0720  
Notice of Vacancy Extracurricular Contract Assignment  
2010-2011 School Term  
Summer School Coordinator

Posting Date: March 23, 2011 Closing Date: March 29, 2011

Title: 1 Title I Summer School Coordinator

Location: County Office Itinerant in consideration of daily individual school location attendance.

Supervisor: Coordinator of Title I

Budget Source: Title I funds

Employment Term: June 12, 2011 - July 29, 2011 Total of 28 days

Certification: Elem. Ed. K-6/Multi Sub K-8 for grade levels 1-6

Salary: Hourly salary based on experience/degree  
Planning for summer school \$20.00 per hour.

Application Process: Submit a letter expressing interest and a bid sheet to the Personnel Office, either by mail or fax.

**Summer School Coordinator**

Help coordinate extended year/summer school programs by:

- Providing daily support, guidance, and oversight to ensure academic excellence.
- Troubleshooting problems and issues as they arise.
- Working with teachers and counselors to ensure a meaningful and challenging learning experience for students.
- Visiting classrooms to observe teaching methods and review instructional objectives.
- Assist the Title I Coordinator in the record-keeping, evaluation and reporting of the program success.
- Oversight and supervision of programs
- Responsible for annual summer school report
- 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 education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*