

**VACANCY LIST
PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537**

"AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE PRESTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY IN EMPLOYMENT AND IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO CAROL RILEY, TITLE IX COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS."

PERSONS INTERESTED IN MAKING APPLICATIONS FOR ANY POTENTIAL OR EXISTING VACANCY LISTED SHOULD CONTACT **THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WV 26537 - PHONE 329-0580**. THE BOARD AND THE SUPERINTENDENT RESERVES THE RIGHT TO REJECT ANY APPLICATIONS OR TRANSFER REQUESTS AFTER **May 12, 2011**.

DATE VACANCY LISTED: May 5, 2011

SCHOOLTERM: 2010-2011

NON-CERTIFICATED PERSONNEL

VAC#	LOCATION	DESCRIPTION OF VACANCY
S 1113	County	Substitute Bus Operators Pay Grade "D"
S 1114	County	Substitute Custodians Minimum – Pay Grade "C"

**Make sure you have submitted an application;
High School diploma or GED required;
All applicants must bid on position(s) interested in;
Bid sheets available on line and in County Office;
Please check job descriptions attached for job requirements;
Must pass competency test for each area applying for.**

PRESTON COUNTY SCHOOLS OFFERS PUBLIC EMPLOYEES INSURANCE, RETIREMENT AND BOARD OFFERED DENTAL/OPTICAL PLAN.

REFERENCE: Policy 8-18

PERSONNEL MANAGEMENT

8-18 POSTING JOB VACANCIES

The Director of Personnel shall maintain an up-to-date list of job vacancies. After each regular boardmeeting an updated vacancy list will be compiled. Other lists may be published when vacancies are anticipated.

During school months every vacancy list will be sent to each principal. This list shall be posted on a location which is readily available to all employees and the public. Each list shall also be posted outside the Board Office, in the lower hall of the Board Office, school bus garage, and in the supply room.

Persons seeking employment or employees interested in transferring should keep checking these lists. Persons interested in a job which is listed should contact the Personnel Office. The Director of Personnel shall keep a master list of people who requested transfer on their intent form for the following school year. Those people who have requested transfer to specific schools or jobs will be considered when such openings occur.

All vacancies will be advertised for at least five working days before being filled. Job descriptions of each vacancy will be available to the public at each location where jobs are advertised.

REFERENCE: State Board Policy West Virginia Code 18A-4-8b

ADOPTED: May 23, 1983