P EC 10-11 202

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 FAX 304-329-0720
NOTICE OF VACANCY FOR EXTRACURRICULAR ASSIGNMENT
2010-2011 SCHOOL YEAR

Posting Date: May 6, 2011 **Closing Date: May 12, 2011**
Title: Eligibility Coordinator **Location: County Office**
Salary: Based on degree and experience **Supervisor:Coordinator Special Ed. Certification: Special Education**

Budget Source: Sp. Ed. ARRA funds

Employment Term: 15--days June 13, 2011 to August 13, 2011

Application Process: Submit a letter of interest, a bid sheet, a copy of current certification, and a resume' to the Personnel Office, either by mail or fax (304-329-0720) by 4:00 p.m. on the closing date.

Responsibilities:

Schedule IEP meetings
Prepare charts as needed prior to meetings;

Minimum Qualifications:

Experience as eligibility coordinator
Have appropriate certification for the position as required in West Virginia Policy 5202;
Clearance of any criminal convictions as listed in House Bill 146;
Successfully carry out the responsibilities of the position.

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 gender, 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, 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.