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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 FAX 304-329-0720
NOTICE OF EXTRA-CURRICULAR VACANCY

Title: Web page Facilitator

Posting Date:	**July 15, 2010**	**Closing Date:**	**July 21, 2010**
Location:	**County Itinerant**	**Supervisor:**	**Coordinator of Technology**
Salary:	**$1,800.00**	**Budget Source:**	**County Funds**
Employment Term:	**July 1 to June 30**		
Certification:	**Valid WV Certification**		

Minimum Qualifications:

-Preston County employee with knowledge of Preston County Schools
-Experience in Web design

Duties and Responsibilities:

Maintain and update web page.

- **Emergency/Critical notifications for the public.**
- **Announcements as they need to be updated.**
- **Job Postings both Service and Professional**
- **Calendar of Events on weekly, monthly and yearly basis.**
- **Board agendas**
- **Board meetings/members**
- **Personnel - who to contact**
- **School/County information**
- **Enrollment statistics**
- **Departmental updates**
- **Policies**
- **Other duties as assigned**

Must be available for immediate response for any updates to the web page.

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.

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