

**PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 FAX 304-329-0720
NOTICE OF SUPPLEMENTAL CONTRACT ASSIGNMENT**

Title: Year Book Advisor			
Posting Date: August 30, 2011		Closing Date: September 9, 2011	
Location: Preston High School		Supervisor: Principal	
Salary: Daily Rate of pay		Budget Source: County funds	

Employment Term: Effective for the remainder of the 2011-2012 school year.

Certification: Valid secondary West Virginia Certification/English and/or Business Ed. 9-12

To apply: Send bid sheet and letter of interest by mail or fax to personnel office by closing date.

Minimum Qualifications:

- Knowledge of Preston County Schools
- Past yearbook experience preferred

Duties and Responsibilities:

- Maintain and update yearbook
- Coordinate photography services for curricular/extracurricular events for the yearbook
- Coordinate solicitation of sponsors and vendor for yearbook
- Direct/Yearbook staff through the process of supervise
- Organizing and submitting yearbook for publication
- Edit/supervise editing process for yearbook

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

