

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
Notice of Extracurricular Vacancy
2011-2012 School Term
304-329-0580 FAX 304-329-0720

Posting Date:	November 3, 2011	Closing Date:	November 10, 2011
Position:	After School Tutor	School Location:	South Preston Middle
Salary:	\$20.00 hr.	Budget Source:	Homeless Grant
Supervisor:	Principal Assigned		

Employment Term: Remainder of the 2011-2012 school year schedule to be determined by building principal.
Certification: Minimum of BA in Education/Each School grade level appropriate.
Schedule: 3 hours per week not to exceed 81 hours max for the year.

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

Minimum Qualifications:

1. B.A. in education, preferred
2. Experience in Secondary Education, preferred
3. Relates well to children and school staff
4. Experience working with at-risk children and children with disabilities
5. Excellent interpersonal and organizational skills

Job Description/Major Duties:

1. Provide instruction to students in small groups or individuals.
2. Provide homework help to students
3. Monitor weekly academic progress and homework completion rates
4. Collaborate with parents and regular teachers to target and provide services based on individual student needs.
5. Attend trainings and staff meetings as required.
6. Assist in activities geared to sustain program after grant funding has ceased.
7. Document grade and names of students who attend each tutoring session

Position is contingent upon grant funding from The Homeless Grant.

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, 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.

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