

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 – Fax 304-329-0720
EXTRACURRICULAR VACANCY
SCHOOL YEAR 2011-2012

Date Posted: November 15, 2011

Closing Date: November 28, 2011

Position: 2 After School Tutor's

School: Terra Alta East Preston

Supervisor: Title I Coordinator/ Principal

Budget Source: Title I funds

Employment Term: Upon approval to May 31, 2011 schedule to be determined by principal.

Salary: \$20.00/hr. on an as needed basis not to exceed \$2,200.00 hours.

Certification: Multi Subject K-8/Grade level appropriate

Application process: Submit a letter of interest and a bid sheet to the Personnel Office by the closing date by mail or fax.

Minimum Qualifications:

1. Bachelor's Degree in education
2. Master's Degree preferred
3. Experience with tutoring preferred
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 areas designated
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 required
6. Assist in activities geared to sustain program after grant funding has ceased.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office go not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to Title IX Coordinator, 731 Preston Drive, Kingwood, West Virginia 26537, Phone (304) 329-0580 or to the United States Department of Education, Director of the Office of Civil Rights.