

WIRT COUNTY SCHOOLS – NOTICE OF SERVICE PERSONNEL VACANCY

PRINCIPALS/DIRECTORS WILL POST IN OFFICE AREAS UPON RECEIPT.

DATE: July 28, 2014

POSITION: Supervisory Aide II, Pay Grade C, Kindergarten, WCPC

CONTRACT: 200 day contract – 2014-2015 school year

QUALIFICATIONS:

- 1.) High school education or equivalent
- 2.) Complete and pass WV Service Personnel Tests: Aide
- 3.) Possess the knowledge, skills & ability to successfully carry out responsibilities of the position

DUTIES AND RESPONSIBILITIES:

- 1.) All duties and responsibilities as listed in the Wirt County Schools ... Job Description
- 2.) Maintain confidentiality of students their families. Direct all inquiries for any information through classroom teacher
- 3.) Supervise students in presence or absence of teacher
- 4.) Assist in toileting needs of children (training, diapering, cleaning child as necessary)
- 5.) Assist in feeding needs of children (preparing foods to be served, feeding, training, cleanup routines)
- 6.) Assist in health & hygiene programs (such as brushing teeth, etc.)
- 7.) Maintain health & sanitation needs of environment (such as washing utensils, disinfecting furniture or materials, etc.)
- 8.) Provide individual or group training as instructed by classroom teacher
- 9.) Maintain date pertinent to individual progress of students
- 10) Prepare instructional materials as directed by teacher
- 11) Follow behavior management approach to training sessions, and disruptive behavior
- 12) Assist in transportation of students by riding the mode of transportation, if need
- 13) Maintains and/or upgrades skills
- 14) Performs duties efficiently and productively
- 15) Must be available for all Emergency School Closings
- 16) Other duties as assigned by classroom teacher

SUPERVISOR: Principal or Assistant Principal

SALARY: Based on Wirt County Salary Scale and job classification and years of service.

DEADLINE FOR APPLICATION: **3:00 p.m., August 4, 2014**

(Consideration for this position is in compliance with WV Code; classification definitions.)

PROCESS FOR APPLICATION: Submit a letter of application and current resume in a sealed envelope to: MaryJane Pope Albin, Superintendent, Wirt County Schools, P.O. Box 189, Elizabeth, WV 26143 or deliver to: Wirt County Board of Education office at 389 Mulberry Street, Elizabeth, WV
Resources to support your application are available at the Wirt County Schools website under employee information. <http://www.edline.net/pages/WirtBOE/Employee/Employment2>

Equal Opportunity Employer

Wirt County Schools will grant employment opportunity to all persons, regardless of race, religion, color, sex, national origin, age or handicap, and there will be no discrimination based on these factors in the salary, promotion, or termination of any employee.

WIRT COUNTY SCHOOLS – SERVICE PERSONNEL VACANCY

Principals/Directors post in office and work areas.

DATE: June 12, 2015
POSITION: Supervisory Aide II, (C) WCPC, Special Education
CONTRACT: 200-day contract, 7:30 a.m. – 3:30 p.m.

Duties and Responsibilities:

1. Perform supervisory assignments as per 18A-4-8A
2. Maintains confidentiality of students and families
3. Maintains positive work habits
4. Maintains and/or upgrades skills
5. Performs duties efficiently and productively
6. Other duties as assigned by the principal or teacher.

Qualifications:

1. Applicants must hold a high school diploma or GED.
2. Successful completion of aide exam required.
3. Must possess the knowledge, skills and ability to successful carry out the duties of the position.

All interested employees should submit a bid application in a sealed envelope to Superintendent no later than **3:00 p.m. June 22, 2015**. Non employees who wish to apply should submit an application and resume' by same deadline. Job descriptions are consistent with Wirt County School Board policies and School Laws of West Virginia. (Job descriptions are available upon request)

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.

WIRT COUNTY SCHOOLS – SERVICE PERSONNEL VACANCY

Principals/Directors post in office and work areas.

DATE: June 12, 2015

POSITION: Personal Care (One-on-One) Aide, Supervisory Aide II, WCMS Pay Grade C

CONTRACT: 200-day contract, 7:30 a.m. – 3:30 p.m.

Description: Services related to a child's physical and behavioral health requirements, including assistance with eating, dressing, personal hygiene, activities of daily living, bladder and bowel requirements, use of adaptive equipment, ambulation and exercise, behavior modification, and/or other remedial services necessary to promote a child's ability to participate in, and benefit from, the educational setting.

Duties and Responsibilities:

1. Maintains positive work habits
2. Maintains and/or upgrades skills
3. Performs duties efficiently and productively
4. Other duties as assigned by the principal or teacher.

Qualifications:

Applicants must hold a high school diploma or GED. Successful completion of aide exam required.

All interested employees should submit a bid application in a sealed envelope to Superintendent no later than 3:00 p.m. **June 22, 2015**. Other applicants should submit an application and resume' by same deadline. Job descriptions consistent with Wirt County School Board policies and School Laws of West Virginia.

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.