

JOB OPPORTUNITIES

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EXTRACURRICULAR VACANCIES

Posting Date: January 10, 2018

Application Deadline: January 17, 2018

Job Number	Position	Location	Employment Term
501-019.5-S	Head Jr. High Track	Hannan Jr/Sr High School	2017-2018
501-021-S	Asst. Varsity Volleyball	Hannan Jr/Sr High School	2018-2019
501-024-S	Athletic Assistant	Hannan Jr/Sr High School	2017-2018
502-141-S	Asst. Jr. High Soccer	Pt. Pleasant Jr/Sr High School	2018-2019
502-143-S	Asst. Varsity Girls Soccer	Pt. Pleasant Jr/Sr High School	2018-2019
502-161-S	Athletic Assistant	Pt. Pleasant Jr/Sr High School	2017-2018
503-237-P	Asst. Varsity Track	Wahama Jr/Sr High School	2017-2018
503-239-S	Athletic Assistant	Wahama Jr/Sr High School	2017-2018

The Board reserves the right to extend any posting deadline. A job posting bid sheet must be submitted with application. Job posting bid sheets are available on our web site at <http://boe.maso.k12.wv.us>. It is the responsibility of the applicant to communicate all relevant information concerning qualifications. Applications must be updated annually. Applicants, please submit applications to the Personnel Office, 1 Education Lane, Point Pleasant, WV 25550.

Administrators, post position vacancy announcement and job descriptions in a convenient location in order that all school employees have an equal opportunity to apply for the vacancies. Your cooperation is appreciated.

A bid sheet box is placed in the Mason County Board of Education personnel office from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 3:30 p.m. to accept your job posting bid sheets. FAXED bid sheets will be received at 304-675-2163.

DISCRIMINATION PROHIBITED: As required by federal law and regulations, the Mason County Board of Education does not discriminate on the basis of race, color, national origin, sex, age, disability or retaliation in employment or in its educational programs or activities. Mason County Schools will adhere to WV Policy 18A-4-7A

POSITION ANNOUNCEMENT

POSITION: Coach, Jr. High Head Track (Job # 501-019.5-S)
LOCATION: Hannan Jr/Sr High School
EMPLOYMENT TERM: 2017-2018
MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP
SALARY: See Salary Schedule

JOB DESCRIPTION:

- X Training track team students in the skills needed to compete in track.
- X Supervising track team students at practice sessions, track games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the track team students are under the employee=s supervision.
- X Submitting to the athletic director and eligibility list of all participants in the track program.
- X Distributing track equipment to track team students and collecting it from them during the track season.
- X Preparing and submitting an inventory of equipment at the conclusion of the track season.
- X Working with the principal and athletic director in determining the budget for the track program, in securing officials, and in scheduling competitions.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Assuring that opposing teams are scrutinized thought scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.

POSITION ANNOUNCEMENT

POSITION: Coach, Assistant Varsity Volleyball

LOCATION: Hannan Jr/Sr High School

EMPLOYMENT TERM: 2018-2019

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: See Salary Schedule

JOB DESCRIPTION:

- X Assist in training volleyball team students in the skills needed to compete in volleyball.
- X Assist in supervising volleyball team students at practice sessions, volleyball games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the volleyball team students are under the employee=s supervision.
- X Assist in distributing volleyball equipment to volleyball team students and collecting it from them during the volleyball season.
- X Preparing and submitting an inventory of equipment at the conclusion of the volleyball season.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.
- X Assuring that opposing teams are scrutinized thought scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.

The Mason County Board of Education will adhere to County Policy 807 AApplicants can withdraw their applications only during the posting period.≡

POSITION ANNOUNCEMENT

POSITION: Athletic Assistants (As Needed) (Job #501-024-S)

LOCATION: Hannan Jr/Sr High School

EMPLOYMENT TERM: 2017-2018 School Year

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: This is an un-paid volunteer position

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.

POSITION ANNOUNCEMENT

POSITION: Coach, Jr High Assistant Soccer (Job # 502-141-S)

LOCATION: Point Pleasant Jr/Sr High School

EMPLOYMENT TERM: 2018/2019 School Year

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: See Salary Schedule

JOB DESCRIPTION:

- X Assist in training boys soccer team students in the skills needed to compete in soccer.
- X Assist in supervising soccer team students at practice sessions, soccer games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the soccer team students are under the employee's supervision.
- X Distributing soccer equipment to soccer team students and collecting it from them during the soccer season.
- X Preparing and submitting an inventory of equipment at the conclusion of the soccer season.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Assuring that opposing teams are scrutinized through scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.

POSITION ANNOUNCEMENT

POSITION: Coach, Girls Assistant Varsity Soccer (Job # 502-143-S)

LOCATION: Point Pleasant Jr/Sr High School

EMPLOYMENT TERM: 2018/2019 School Year

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: See Salary Schedule

JOB DESCRIPTION:

- X Assist in training boys soccer team students in the skills needed to compete in soccer.
- X Assist in supervising soccer team students at practice sessions, soccer games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the soccer team students are under the employee's supervision.
- X Distributing soccer equipment to soccer team students and collecting it from them during the soccer season.
- X Preparing and submitting an inventory of equipment at the conclusion of the soccer season.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Assuring that opposing teams are scrutinized through scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.

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POSITION ANNOUNCEMENT

POSITION: Athletic Assistants (As Needed) (Job #502-161-S)

LOCATION: Point Pleasant Jr/Sr High School

EMPLOYMENT TERM: 2017-2018 School Year

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: This is an un-paid volunteer position

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.

POSITION ANNOUNCEMENT

POSITION: Coach, Assistant Varsity Track (Job # 503-237-S)

LOCATION: Wahama Jr/Sr High School

EMPLOYMENT TERM: 2017-2018

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: See Salary Schedule

JOB DESCRIPTION:

- X Training track team students in the skills needed to compete in track.
- X Supervising track team students at practice sessions, track games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the track team students are under the employee=s supervision.
- X Submitting to the athletic director and eligibility list of all participants in the track program.
- X Distributing track equipment to track team students and collecting it from them during the track season.
- X Preparing and submitting an inventory of equipment at the conclusion of the track season.
- X Working with the principal and athletic director in determining the budget for the track program, in securing officials, and in scheduling competitions.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Assuring that opposing teams are scrutinized through scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.

POSITION ANNOUNCEMENT

POSITION: Athletic Assistants (As Needed) (Job #503-239-S)

LOCATION: Wahama Jr/Sr High School

EMPLOYMENT TERM: 2017-2018 School Year

MINIMUM QUALIFICATIONS: Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP

SALARY: This is an un-paid volunteer position

The Mason County Board of Education will adhere to County Policy 3120/4120. Applicants can withdraw their applications only during the posting period.