

JOB OPPORTUNITIES

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PROFESSIONAL VACANCIES

Posting Date: January 10, 2018

Application Deadline: January 17, 2018

Job Number	Position	Location	Employment Term
001-031-I	Speech/Language Pathologist	Central Office Itinerant	2017-2018
001-041-P	Substitute Teacher	Central Office Itinerant	2017-2018
001-042-P	Substitute Speech/Language Pathologist	Central Office Itinerant	2017-2018
216-241-P	Teacher, Pre-K Special Needs	Ashton Elementary School	2017-2018
218-429-P	Teacher, LD/BD/MI/AU	Pt. Pleasant Intermediate School	2017-2018
218-430-P	Teacher, LD/BD/MI/AU	Pt. Pleasant Intermediate School	2017-2018
502-831-P	Teacher, LD/BD/MI/AU	Pt. Pleasant Jr/Sr High School	2017-2018
505-102-P	Teacher, Alternative Education	Mason County School for Success	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 3:30 p.m. to accept your job posting bid sheets. FAXED bid sheets will be received at 304-675-2163. Bid Sheets may be emailed to Tonya Martin at tmartin.k12.wv.us

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:	Speech / Language Pathologist (Job #001-031-I)
LOCATION:	Central Office Itinerant
EMPLOYMENT TERM:	200 Days
SALARY:	Salary based upon degree and experience on current salary schedule (State & County)
MINIMUM QUALIFICATIONS:	Certified by the State of West Virginia for Speech/Language Pathology
BENEFITS:	Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave
JOB DESCRIPTION:	See Attached

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

POSITION ANNOUNCEMENT

POSITION: Substitute Teacher (Job# 001-041-P)

LOCATION: Central Office Itinerant

EMPLOYMENT TERM: 2017-2018 School Year

SALARY: Salary based upon degree and experience on current salary schedule (State & County)

MINIMUM QUALIFICATIONS: Certified by the State of West Virginia as a substitute teacher or RESA substitute

JOB DESCRIPTION: See Attached

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

POSITION ANNOUNCEMENT

POSITION: Substitute Speech / Language Pathologist (Job #001-042-P)

LOCATION: Central Office Itinerant

EMPLOYMENT TERM: As Needed Basis

SALARY: Salary based upon degree and experience on current salary schedule (State & County)

MINIMUM QUALIFICATIONS: Certified by the State of West Virginia for Speech/Language Pathology

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave

JOB DESCRIPTION: See Attached

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

POSITION ANNOUNCEMENT

POSITION:	Teacher, Special Education – Preschool Special Needs Job # 216--241-P
LOCATION:	Ashton Elementary School
EMPLOYMENT TERM:	200 Days
SALARY:	Salary based upon degree and experience on current salary schedule (State & County)
MINIMUM QUALIFICATIONS:	Certified by the State of West Virginia to teach Special Education Preschool Special Needs
BENEFITS:	Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave
JOB DESCRIPTION:	See Attached

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

POSITION ANNOUNCEMENT

POSITION: Teacher, Special Education LD/BD/MI/AU (Job# 218-429-P)

LOCATION: Point Pleasant Intermediate School

EMPLOYMENT TERM: 200 Days

SALARY: Salary based upon degree and experience on current salary schedule (State & County)

MINIMUM QUALIFICATIONS: Certified by the State of West Virginia to teach Special Education LD/MI/BD/AU

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave

JOB DESCRIPTION: See Attached

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

POSITION ANNOUNCEMENT

POSITION: Teacher, Special Education LD/BD/MI/AU (Job# 218-430-P)

LOCATION: Point Pleasant Intermediate School

EMPLOYMENT TERM: 200 Days

SALARY: Salary based upon degree and experience on current salary schedule (State & County)

MINIMUM QUALIFICATIONS: Certified by the State of West Virginia to teach Special Education LD/MI/BD/AU

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave

JOB DESCRIPTION: See Attached

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

POSITION ANNOUNCEMENT

POSITION: Teacher, Special Education LD/BD/MI/AU (Job# 502-831-P)

LOCATION: Point Pleasant Jr/Sr High School

EMPLOYMENT TERM: 200 Days

SALARY: Salary based upon degree and experience on current salary schedule (State & County)

MINIMUM QUALIFICATIONS: Certified by the State of West Virginia to teach Special Education LD/MI/BD/AU

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave

JOB DESCRIPTION: See Attached

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

POSITION ANNOUNCEMENT

POSITION:	Teacher, Alternative Education (Job# 505-102-P)
LOCATION:	Mason County School for Success
EMPLOYMENT TERM:	200 Days
SALARY:	Salary based upon degree and experience on current salary schedule (State & County)
MINIMUM QUALIFICATIONS:	Certified by the State of West Virginia to teach Alternative Education, must renew alternative certification yearly. Hold a valid WV teaching certificate
BENEFITS:	Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave
JOB DESCRIPTION:	See Attached

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

MASON COUNTY SCHOOLS

Job Description

POSITION: Elementary Teacher

IMMEDIATE SUPERVISOR: Principal

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45.

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Mason County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State

Code §18A-2-12, WV State Board Policy 5310, and Mason County Board Policy

JOB SUMMARY: Provide appropriate instruction to elementary students and insure that the students meet the learning objectives and standards for the appropriate grade level.

PERFORMANCE RESPONSIBILITIES:

- Responsible for planning and implementing Mason County Schools' standards-based curriculum based on WV Content Standards and Objectives
- Responsible for implementing adopted and supplemental academic programs
- Responsible for implementing 21st Century technology skills
- Responsible for planning and implementing collaborative model with special education students and teachers
- May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips
- Be accountable for individual student achievement
- Responsible for planning and implementing personalized learning for all students
- Strong working/communication skills with students, parents and peers
- Willing to implement any other programs designated by principal for school improvement
- Includes supervisory and/or other duties as assigned by Principal

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee

MASON COUNTY SCHOOLS

Job Description

POSITION: Pre-K Teacher/Special Needs

IMMEDIATE SUPERVISOR: Principal

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Mason County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310.

JOB SUMMARY: Teach approved preschool curriculum and insure that students meet the appropriate readiness for entrance into kindergarten

PERFORMANCE RESPONSIBILITIES:

§ Requires the implementation of the preschool program as outlined in WVDE Policy 2525

§ Responsible for planning and implementing Mason County Schools' Pre K curriculum based on WV Content Standards and Objectives

§ Responsible for implementing appropriate technology strategies

§ Observe, record, and analyze children's progress toward desired developmental outcomes

§ Use on-going observation and documentation methods to assess children's progress, growth and development

§ Strong working/communication skills with students, parents and peers

§ Plan for and provide a developmentally appropriate learning environment/opportunities and individualized activities that foster children's physical, cognitive and socio-emotional development

§ Perform any and all duties incidental to the position

§ Includes supervisory and/or other duties as assigned by the Principal

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

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While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia

equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

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The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee

MASON COUNTY SCHOOLS

Job Description

POSITION: Secondary Teacher

IMMEDIATE SUPERVISOR: Principal

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45.

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Mason County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State

Code §18A-2-12, WV State Board Policy 5310, and Mason County Board Policy

JOB SUMMARY: Provide appropriate instruction to elementary students and insure that the students meet the learning objectives and standards for the appropriate grade level.

PERFORMANCE RESPONSIBILITIES:

- Appropriate certification required.
- Responsible for implementing adopted and supplemental academic programs
- Responsible for implementing 21st Century technology skills
- Responsible for planning and implementing collaborative model with special education students and teachers
- May be responsible for planning & implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips
- Be accountable for individual student achievement
- Responsible for planning and implementing personalized learning for all students
- Strong working/communication skills with students, parents and peers
- Willing to implement any other programs designated by principal for school improvement
- Includes supervisory and/or other duties as assigned by Principal

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee

POSITION DESCRIPTION

FOR THE POSITION OF SPEECH/LANGUAGE PATHOLOGIST

The speech/language pathologist is responsible for the implementation and quality of instruction required by students with communication disorders as designated by federal, state, and county policies.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with other teachers, support personnel, administrators, and parents in planning and implementing the speech/language program for students assigned to him/her.
2. Work with building principals and county staff (supervisory) in identifying and solving problems related to assigned exceptional students.
3. Prepare and review IEP=s with parents and appropriate personnel reflecting specific objectives for each student.
4. Provide clinical instructional services to students with speech/language disorders.
5. Assist in the identification and evaluation of students who are referred for communication disorders. (Includes sweep screening activities).
6. Design and/or utilize diagnostic and evaluative techniques in diagnosing and assessing the exceptional students needs with regard to the goals and objectives designated by the IEP. Assess the accomplishments of students on a regular basis and provide progress reports as required.
7. Refer students for medical or other professional attention necessary for the clinical management of speech or language disorders.
8. Utilize materials, furniture, equipment and facilities in an effective manner.
9. Interact with students to promote a positive school image to enhance the teaching - learning process.
10. Perform assignments related to record keeping, progress reporting, child count, inventories, etc.
11. Maintain up-to-date files on each assigned student.
12. Assist in the selection of programs, equipment, and materials to meet the needs of exceptional students.
13. Submit requests and requisitions for equipment, materials, and supplies to meet the needs of assigned students.
14. Prepare daily and long range lesson plans as may be required.
15. Communicate and comply with local, state, and federal guidelines, regulations, and laws in regard to education of exceptional students.
16. Promote positive parent relations through effective communication and involvement of parents.

17. Attend staff meetings and serve on staff committees as required by the principal or other appropriate supervisory personnel. (SBAT, PAC, departmental meetings, inservice training programs, etc.)
18. Maintain and improve professional competence.
19. Function as other school faculty members in such areas as related duties, homeroom, etc., as scheduling permits.
20. Perform other duties and functions as assigned by the building principal and county supervisory staff.

QUALIFICATIONS:

The speech/language pathologist shall hold a valid West Virginia teacher certification with endorsement in the area(s) of assigned exceptionality. Upon approval of the West Virginia Department of Education, a teacher may be employed on permit providing a teacher with the required endorsement is not available.

POSITION DESCRIPTION

FOR THE POSITION OF SPECIAL EDUCATION TEACHER

The special education teacher is responsible for the implementation and quality of instruction to exceptional students designated by federal, state, and county policies.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with other teachers, support personnel, administrators, and parents in planning and implementing the instructional program for exceptional students assigned to him/her.
2. Work with building principal and county staff (supervisory) in identifying and solving problems related to assigned exceptional students.
3. Prepare and review IEP=s with parents and appropriate personnel reflecting specific instructional objectives for each exceptional student.
4. Utilize teaching techniques and classroom strategies to accommodate the various learning styles and modes of students.
5. Design and/or utilize diagnostic and evaluative techniques in diagnosing and assessing the exceptional students needs with regard to the goals and objectives designated by the IEP. Assess the accomplishments of students on a regular basis and provide progress reports as required.
6. Utilize materials, furniture, equipment, and facilities in an effective manner to support the instructional program.
7. Provide resource assistance to regular education for students who are integrated into the regular classroom.
8. Interact with students to promote a positive school image to enhance the teaching-learning process.
9. Perform assignments related to record keeping progress reporting, child count, inventories, etc.
10. Maintain up-to-date files on each assigned exceptional student.
11. Assist in the selection of programs , equipment, and materials to meet the needs of exceptional students.
12. Submit requests and requisitions for equipment, materials and supplies to meet the needs of assigned students.
13. Prepare daily and long range lesson plans as may be required.
14. Communicate and comply with local, state and federal guidelines, regulations, and laws in regard to education of exceptional students.
15. Promote positive parent relations through effective communication and involvement of parents.
16. Supervise paraprofessionals, volunteers, student teaches, etc. assigned to his/her classroom.
17. Attend staff meetings and serve on staff committees as required by the building principal or other appropriate supervisory personnel. (SAT, PAC, departmental meetings, inservice training programs, etc.)
18. Maintain and improve professional competence.
19. Function as other school faculty members in such areas as related duties, homeroom, etc.
20. Perform other duties and functions as assigned by the building principal and county supervisory staff.

QUALIFICATIONS:

The special education teacher shall hold a valid West Virginia teacher certification with endorsements in the area(s) of assigned exceptionality.