

# JOB OPPORTUNITIES

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## EXTRACURRICULAR VACANCIES

Posting Date: November 28, 2018

Application Deadline: December 4, 2018

501-011-S	Head Jr High Girls Basketball	Hannan Jr/Sr High School	2018-2019
501-013-S	Assistant Varsity Baseball	Hannan Jr/Sr High School	2018-2019
501-020-S	Head Varsity Volleyball	Hannan Jr/Sr High School	2018-2019
501-024-S	Athletic Assistant	Hannan Jr/Sr High School	2018-2019
502-116-S	7 <sup>th</sup> Grade Boys Basketball	Pt. Pleasant Jr/Sr High School	2018-2019
502-136-S	Varsity Golf	Pt. Pleasant Jr/Sr High School	2018-2019
502-143-S	Asst. Varsity Girls Soccer	Pt. Pleasant Jr/Sr High School	2018-2019
502-151-S	Jr. High Asst. Track	Pt. Pleasant Jr/Sr High School	2018-2019
502-158.5-S	Asst. Varsity Cheerleading 2 <sup>nd</sup> Half	Pt. Pleasant Jr/Sr High School	2018-2019
502-161-S	Athletic Assistant	Pt. Pleasant Jr/Sr High School	2018-2019
503-239-S	Athletic Assistant	Wahama Jr/Sr High School	2018-2019

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 Girls Basketball (Job # 501-011-S)

**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 Training varsity basketball team students in the skills needed to compete in basketball.
- X Help supervise varsity basketball team students at practice sessions, basketball games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the varsity basketball team students are under the employee's supervision.
- X Submitting to the athletic director an eligibility list of all participants in the varsity basketball program.
- X Distributing basketball equipment to varsity basketball team students and collecting it from them during the basketball season.
- X Help prepare and submit an inventory of equipment at the conclusion of the basketball season.
- X Working with the principal and athletic director in determining the budget for the varsity basketball program, in securing officials, and in scheduling competitions.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Making recommendations to and consulting with head coach regarding extra-curricular duties.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.
- X Help assure 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.

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

## POSITION ANNOUNCEMENT

**POSITION:** Coach, Boys Assistant Varsity Baseball (Job # 501-013-S)

**LOCATION:** Hannan 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 Training varsity baseball team students in the skills needed to compete in baseball.
- X Supervising varsity baseball team students at practice sessions, baseball games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the varsity baseball team students are under the employee=s supervision.
- X Submitting to the athletic director an eligibility list of all participants in the varsity baseball program.
- X Distributing baseball equipment to varsity baseball team students and collecting it from them during the baseball season.
- X Preparing and submitting an inventory of equipment at the conclusion of the baseball season.
- X Working with the principal and athletic director in determining the budget for the varsity baseball program, in securing officials, and in scheduling competitions.
- X Delegating activities and responsibilities to assist coaches and supervising their performance of the duties assigned.
- X Working with the athletic director to assure coordination with the supervision of the junior varsity team.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Participating in interviewing and selecting assistant varsity baseball coaches and junior varsity.
- X Making recommendations to the consulting with athletic director and principal regarding extra-curricular duty evaluations of assistant varsity baseball and junior varsity coach.
- 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, Head 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:** 2018-2019 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, Boys 7<sup>th</sup> Grade Basketball (Job # 502-116-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 Training basketball team students in the skills needed to compete in basketball.
- X Help supervise basketball team students at practice sessions, basketball games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the basketball team students are under the employee=s supervision.
- X Submitting to the athletic director and eligibility list of all participants in the basketball program.
- X Distributing basketball equipment to basketball team students and collecting it from them during the basketball season.
- X Help prepare and submit an inventory of equipment at the conclusion of the basketball season.
- X Working with the principal and athletic director in determining the budget for the basketball program, in securing officials, and in scheduling competitions.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Making recommendations to and consulting with head coach regarding extra-curricular duties.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.
- X Help assure 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 3120.  
Applicants can withdraw their applications only during the posting period.**

## POSITION ANNOUNCEMENT

**POSITION:** Coach, Girls Assistant Jr High Softball (Job # 502-130-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 Training softball team students in the skills needed to compete in softball.
- X Supervising softball team students at practice sessions, softball games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the softball team students are under the employee=s supervision.
- X Submitting to the athletic director an eligibility list of all participants in the softball program.
- X Distributing softball equipment to softball team students and collecting it from them during the softball season.
- X Preparing and submitting an inventory of equipment at the conclusion of the softball season.
- X Working with the principal and athletic director in determining the budget for the softball 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:** 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.

**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 Boys Track (Job # 502-151-S)

**LOCATION:** Point Pleasant 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 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:** Coach, Assistant Varsity Cheerleading (Job # 502-158.5-S)

**LOCATION:** Point Pleasant Jr/Sr High School

**EMPLOYMENT TERM:** 2nd Half 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:**

- Supervising the training of cheerleaders.
- Scheduling practices for cheerleaders.
- Supervise the cheerleaders at practice sessions, at athletic competitions, and during travel to and from scheduled events.
- Certifying eligibility of cheerleaders.
- Assure school rules and policies and the rules of the West Virginia Secondary School Activities Commission are enforced during the times the cheerleaders are under coach supervision.
- Organize tryouts for next year's cheerleaders.
- Prepare and submit an inventory of equipment at the conclusion of the cheerleading season.
- Collecting and storing school owned uniforms at the end of the cheerleading season.
- Attend conference meetings, award banquets, clinics, tournaments or professional meetings whenever possible.
- Work with the principal in determining the budget for the cheerleading program and in scheduling competitions.

**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 #502-161-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:** 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:** Athletic Assistants (As Needed) (Job #503-239-S)

**LOCATION:** Wahama 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:** 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.**