

MASON
COUNTY
SCHOOLS

PLEASE POST

Personnel Department
1200 Main Street
Point Pleasant WV 25550

JOB OPPORTUNITIES

JOB VACANCY

675-3198

HOTLINE

<http://www.masonboe.net>

<http://wvde.state.wv.us>

EXTRACURRICULAR VACANCIES

Posting Date: July 29, 2020

Application Deadline: August 4, 2020

Job Number	Position	Location	Employment Term
001-045-E	Homebound/Alternative Ed	Central Office Itinerant	2020-2021

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> and at <http://www.masonboe.net>. 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, Mason County Schools, 1200 Main Street, 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 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 and activities. Mason County Schools will adhere to policy 18A-4-7A

Position Announcement

Position: Teacher, Homebound/Alternative Education

Location: Central Office Itinerant

Employment Term: As needed basis/2018-2019

Salary: \$25.00 per hour

Qualifications: Certified by the state of West Virginia to teach.

POSITION DESCRIPTION

FOR THE POSITION OF TEACHER

The teacher will plan, implement, and coordinate classroom activities in the assigned area of education. Assure establishment of activities leading to individual and class achievement of educational goals. Be knowledgeable of and assure compliance with school board policies and programs and those of other governmental agencies having jurisdiction over the school district.

Teachers will assure compliance with established classroom regulations and standards. This includes the following:

1. Appropriate pupil accounting as assigned by the principal.
2. Assure proper care and usage of school property including maintenance of inventories.
3. Maintain appropriate student conduct in accordance with building and board policy.
4. Maintain a professional code of conduct and dress in association with students.
5. Maintain an interest in the overall growth and development of each assigned student and assure proper evaluation by professional record keeping.
6. Maintain a professional level of competence within the specialized field of education as well as the broad scope of education.
7. Maintain an appropriate level of personal conduct as established by professional codes and in accordance with the state and federal laws.
8. Develop and maintain a harmonious and understanding rapport with parents and other community agencies.
9. Develop and implement innovative activities in the areas of methods and curriculum toward upgrading of the understanding and development by students.
10. Perform extra-curricular and non-instructional duties as assigned or approved by the principal.

QUALIFICATIONS:

1. College graduate with degree appropriate for specialized field of education.
2. Meet requirements of State Board of Education.
3. Actual teaching experience in public or private schools helpful but not essential.

THE TEACHER AS A PROFESSIONAL:

1. The teacher maintains a cordial and cooperative working relationship with colleagues.
2. The teacher cooperates with and participates in the planning and evaluation of the school program, including textbook selection and curriculum development.
3. The teacher assumes responsibility for professional self-evaluation for the purpose of improvement.
4. The teacher works effectively with the public to define school objectives.
5. The teacher keeps informed on current educational trends, procedures, and practices by participating in inservice activities including workshops, courses, conferences, and the reading of literature in the field.
6. The teacher dresses appropriate to the level of respect received and desired.
7. The teacher strives to cooperate with the philosophy of the individual building.

THE TEACHER AS A PERSON (LANGUAGE USE):

1. The teacher uses correct grammar, enunciates clearly, pronounces words correctly and uses good voice modulation when speaking.

ATTITUDE:

1. The teacher demonstrates and capitalizes on a sense of humor when appropriate.
2. The teacher shows genuine respect and concern for others.

3. The teacher exhibits enthusiasm when working with students.
4. The teacher uses non-destructive language when communicating with students and others.

JUDGEMENT:

1. The teacher adjusts constructively to frustrations and unpleasant situations.
2. The teacher has calm and mature reactions and copes well with the unexpected.
3. The teacher has the willingness to express an opinion.

The following is intended as an elaboration of the job description. These guidelines are conceived in terms of the desired level of performance. This gives room for improvements. The individual teacher can determine job target goals in realistic terms.

THE TEACHER AS A DIRECTOR OF LEARNING (INSTRUCTIONAL SKILLS):

1. The teacher plans to meet the needs, abilities, and interests of individual pupils and to stimulate maximum achievement by all learners.
2. The teacher makes clear explanations and assignments.
3. The teacher provides challenge and opportunity for both group and individual creativity.
4. The teacher maintains accurate and precise records of evaluation of the students and adjusts student's programs periodically based on evaluation data.
5. The teacher observes required time schedule.

USE OF MATERIALS AND RESOURCES:

1. The teacher develops long range and daily goals with students and plans cooperatively for their attainment using a variety of instructional materials.
2. The teacher uses materials and equipment skillfully and carefully.

PARENT RELATIONSHIPS:

1. The teacher elicits adult cooperation in utilizing available community resources to enhance learning.
2. The teacher reports adequately to the parent the progress and adjustment of the student.
3. The teacher holds professional group and individual conferences with the parents as needs are indicated.

STUDENT RELATIONSHIPS:

1. The teacher provides a stimulating learning environment.
2. The teacher utilizes activities to encourage and develop student initiative in a variety of ways.
3. The teacher relates subject matter to its current application by providing opportunities for utilization.
4. The teacher provides an environment which results in cooperation and mutual respect among all students.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the School System.

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