

# JOB OPPORTUNITIES

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## EXTRACURRICULAR VACANCIES

**Posting Date: July 29, 2020**

**Application Deadline: August 4, 2020**

Job Number	Position	Location	Employment Term
501-005-S	Jr. High Football Asst.	Hannan Jr/Sr High School	2020-2021
501-017-S	Jr. High Head Softball	Hannan Jr/Sr High School	2020-2021
501-020-S	Head Varsity Volleyball	Hannan Jr/Sr High School	2020-2021
501-021-S	Asst. Varsity Volleyball	Hannan Jr/Sr High School	2020-2021
501-022-S	Head Varsity Cheerleading 1 <sup>st</sup> Half	Hannan Jr/Sr High School	2020-2021
501-022.5-S	Head Varsity Cheerleading 2 <sup>nd</sup> Half	Hannan Jr/Sr High School	2020-2021
501-024-S	Athletic Assistant	Hannan Jr/Sr High School	2020-2021
502-114-S	9 <sup>th</sup> Grade Boys Basketball	Pt. Pleasant Jr/Sr High School	2020-2021
502-116-S	7 <sup>th</sup> Grade Boys Basketball	Pt. Pleasant Jr/Sr High School	2020-2021
502-135-S	Jr. High Asst. Wrestling	Pt. Pleasant Jr/Sr High School	2020-2021
502-150-S	Jr. High Boys Track	Pt. Pleasant Jr/Sr High School	2020-2021
502-153-S	Jr. High Girls Track	Pt. Pleasant Jr/Sr High School	2020-2021
502-163-S	Cross Country	Pt. Pleasant Jr/Sr High School	2020-2021
502-161-S	Athletic Asst.	Pt. Pleasant Jr/Sr High School	2020-2021
503-215-S	7 <sup>th</sup> Grade Girls Basketball	Wahama Jr/Sr High School	2020-2021
503-220-S	Jr. High Asst. Baseball	Wahama Jr/Sr High School	2020-2021
503-230-S	Jr. High Golf	Wahama Jr/Sr High School	2020-2021
503-223-S	JV Softball	Wahama Jr/Sr High School	2020-2021
503-238-S	Jr. High Track	Wahama Jr/Sr High School	2020-2021
503-243-S	Archery	Wahama Jr/Sr High School	2020-2021
503-239-S	Athletic Asst.	Wahama Jr/Sr High School	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:** Coach, Assistant Jr. High Football (Job # 501-005-S)

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2020/2021 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 football team students in the skills needed to compete in football.
- X Assuring that school rules and policies are enforced during the times the football team students are under the employee=s supervision.
- X Submitting to the athletic director and eligibility list of all participants in the football program.
- X Distributing football equipment to football team students and collecting it from them during the football season.
- X Help prepare and submit an inventory of equipment at the conclusion of the football season.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- 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 3120/4120. Applicants can withdraw their applications only during the posting period.**

## POSITION ANNOUNCEMENT

**POSITION:** Coach – Girls Head Jr High Softball (Job #501-017-S)

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2020/2021 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, Head Varsity Volleyball

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021

**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:** Coach, Assistant Varsity Volleyball

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021

**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:** Coach, Varsity Cheerleading (Job # 501-022.5-S)

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2<sup>nd</sup> Half 2020/2021 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:** Coach, Varsity Cheerleading (Job # 501-022-S)

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 1<sup>st</sup> Half 2020/2021 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 #501-024-S)

**LOCATION:** Hannan Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021 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 – Boy’s Assistant Varsity/9<sup>th</sup> Grade Basketball  
(Job # 502-114-S)

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

**EMPLOYMENT TERM:** 2020-2021 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 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 Submit 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 thought scouting to determine their capabilities, techniques, and strategies and determining the proper team approach to deal effectively with those capabilities, techniques and strategies.
- Any other assigned position/duties as deemed by the head coach and the athletic director.

**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, Boys 7<sup>th</sup> Grade Basketball (Job # 502-116-S)

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

**EMPLOYMENT TERM:** 2020-2021 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.  
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## POSITION ANNOUNCEMENT

**POSITION:** Coach, Jr High Assistant Wrestling (Job # 502-135-S)

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

**EMPLOYMENT TERM:** 2020/2021 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 wrestling team students in the skills needed to compete in wrestling.
- X Supervising varsity wrestling team students at practice sessions, wrestling meets and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the varsity wrestling team students are under the employees supervision.
- X Submitting to the athletic director and eligibility list of all participants in the varsity wrestling program.
- X Distributing varsity wrestling equipment to varsity wrestling team students and collecting it from them during the wrestling season.
- X Preparing and submitting an inventory of equipment at the conclusion of the wrestling season.
- X Working with the principal and athletic director in determining the budget for the varsity wrestling program, in securing officials, and in scheduling competitions.
- X Making recommendations for special recognition of program participants and selecting appropriate awards.
- X Attending conference meetings, award banquets, clinics, tournaments, and professional meetings whenever possible.
- 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.

**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 Jr. High Boys Track (Job # 502-150-S)

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

**EMPLOYMENT TERM:** 2020-2021

**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, Jr. High Girls Track (Job # 502-153-S)

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

**EMPLOYMENT TERM:** 2020-2021

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

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

**EMPLOYMENT TERM:** 2020-2021 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, Cross Country (Job # 502-163-S)

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

**EMPLOYMENT TERM:** 2020-2020

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

**SALARY:** See Salary Schedule

### JOB DESCRIPTION:

- X Training cross country team students in the skills needed to compete in cross country.
- X Supervising cross country team students at practice sessions, cross country games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the cross country team students are under the employee=s supervision.
- X Submitting to the athletic director and eligibility list of all participants in the cross country program.
- X Distributing track equipment to track team students and collecting it from them during the cross country season.
- X Preparing and submitting an inventory of equipment at the conclusion of the cross country season.
- X Working with the principal and athletic director in determining the budget for the cross country 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, Girl's 7<sup>th</sup> Grade Basketball (Job # 503-215-S)

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021 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 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 and eligibility list of all participants in the varsity basketball program.
- X Distributing basketball equipment to varsity football 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 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, Junior High Assistant Baseball (Job # 503-220-S)

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021 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 Junior High baseball team students in the skills needed to compete in baseball.
- X Supervising Junior High 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 Junior High baseball team students are under the employee=s supervision.
- X Submitting to the athletic director an eligibility list of all participants in the junior high baseball program.
- X Distributing baseball equipment to Junior High 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 Junior High baseball 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 807 A Applicants can withdraw their applications only during the posting period.≅**

## POSITION ANNOUNCEMENT

**POSITION:** Coach, Junior Varsity Girls Softball (Job # 503-223-S)

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021

**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, Junior High Golf (Job # 503-230-S)

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020/2021 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 golf team students in the skills needed to compete in golf.
- X Supervising golf team students at practice sessions, golf games and during travel to and from scheduled events.
- X Assuring that school rules and policies are enforced during the times the golf team students are under the employee=s supervision.
- X Submitting to the athletic director an eligibility list of all participants in the golf program.
- X Distributing golf equipment to golf team students and collecting it from them during the golf session.
- X Preparing and submitting an inventory of equipment at the conclusion of the golf season.
- X Working with the principal and athletic director in determining the budget for the golf program, 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, Jr. High Track (Job # 503-238-S)

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021

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

**LOCATION:** Wahama Jr/Sr High School

**EMPLOYMENT TERM:** 2020-2021 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

<b>POSITION:</b>	Instructor, Archery (Job # 503-243-S)
<b>LOCATION:</b>	Wahama Jr/Sr High School
<b>EMPLOYMENT TERM:</b>	2020/2021 School Year
<b>MINIMUM QUALIFICATIONS:</b>	Mason County Board of Education Professional Employee or certified through the WVSSAC-ASEP
<b>SALARY:</b>	<b>\$400.00</b>

## Archery Instructor Job Description

**Responsible to:** Principal

### Minimum Qualifications

- Prior experience as a Basic Instructor or have been teaching archery for 6 months or more
- Ability to teach archery to students of grades 7 – 12
- Ability to set up a range, order, and repair equipment
- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control

### General Responsibilities:

- To teach and help coordinate school's archery program, maintaining standards that lead to a quality program.

### Specific Responsibilities:

- Set up archery area and program for students during training and competitions.
- Teach and monitor proper use of equipment.
- Conduct initial and end-of-season inventory; store equipment for safety.
- Check equipment and make repairs.
- Conduct daily check of equipment for safety, cleanliness, and good repair.
- Keep records on all participants; help them progress from beginning to more advanced levels.

- Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials.
- Assist in packing all materials and supplies at the end of the season.
- Evaluate current season and make suggestions for the next year.

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