

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 28, 2021

Application Deadline: August 3, 2021

Job Number	Position	Location	Employment Term
001-345-S	Teacher, Pre School Special Needs (2 Positions)	Central Office	Aug. 4, 2021
001-346-S	Speech/Language Pathologist (2 Positions)	Central Office	Aug. 4, 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, Pre-School Special Needs

**LOCATION:** Central Office

**EMPLOYMENT TERM:** **August 4, 2021**

**HOURS:** 8:00-4:00

**SALARY:** \$25.00 per hour

**MINIMUM QUALIFICATIONS:** Certified by the State of West Virginia as an a Pre School Special Needs Teacher

**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:** Speech/Language Pathologist

**LOCATION:** Central Office

**EMPLOYMENT TERM:** **August 4, 2021**

**HOURS:** 8:00-4:00

**SALARY:** \$25.00 per hour

**MINIMUM QUALIFICATIONS:** Certified by the State of West Virginia as an a Speech/Language Pathologist

**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 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.