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**PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE KINGWOOD, WV 26537
304-329-0850 FAX 304-329-0720
NOTICE OF VACANCY
2010-2011 SCHOOL YEAR**

Posting Date: July 26, 2010 **Closing Date:** July 30, 2010
Position: Title I School Improvement/Curriculum Specialist
Location: Terra Alta East Preston School
Employment Term: 2010-2011 school year, for 210 days
Budget Source: Title I ARRA funds.
Supervisor: Building Principal and Title I Director
Certification: Elementary Education or Specialized Content

Application Process: Submit a bid sheet, letter of interest, and a resume to the Personnel Office by 4:00 eastern time, on the closing date, by fax, or mail.

Please note: This position is subject to reduction in force at the end of the 2010-2011 school year.

JOB DESCRIPTION: Provide the technical assistance necessary to support Terra Alta/East Preston School, a Title I school, with the implementation of a quality instructional program.

PERFORMANCE RESPONSIBILITIES:

- ! Facilitate the implementation of the School Strategic Plan.
- ! Review teacher lesson plans to ensure scientifically research based strategies are regularly included.
- ! Conduct walkthroughs to determine utilization of instructional practices that increase student learning, consistency in discipline across grade levels, that student time on task is maximized.
- ! Provide opportunities for staff members to observe and/or model for each other.
- ! Monitor student learning data for use in assessing progress toward achieving goals.
- ! Communicate regularly with the school principal and the Title I director.
- ! Establish, coordinate, and facilitate professional learning communities.

- ! **Serve as an instructional coach to assist teachers individually, and in collaborative teams, providing practical support on a full range of reading, writing, and communication strategies. make sound decisions about literacy needs as related to the prioritized curriculum and to choice of instructional strategies.**
- ! **Provide the guidance and resources necessary to assist with the planning and implementation of sustained, research-based, job embedded professional learning activities based upon data analysis**
- ! **Provide the guidance and resources necessary to assist in the implementation of a Peer Coaching model to support job-embedded professional development /learning communities as funding permits.**
Provide guidance and resources necessary to assist in planning for school improvement with an emphasis on literacy.

MINIMUM QUALIFICATIONS:

- 1. Minimum of a Master=s Degree in Elementary Education or Specialized Content.**
- 2. Education Leadership Training/Course work preferred;**
- 3. Certification to supervise and/or teach PK- 8 as required in West Virginia Policy 5202.**
- 4. Clearance of any criminal convictions as listed in House Bill 146.**
- 5. Knowledge of the Response to Intervention process.**
- 6. Knowledge of the Reading, English, Language Arts, and Mathematics CSOs.**
- 7. Applied knowledge of research-based instruction.**
- 8. Excellent written and oral communication skills.**
- 9. Experience in providing the services described in the job responsibilities.**

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.