

**VACANCY LIST
PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE
KINGWOOD, WEST VIRGINIA 26537**

"AS REQUIRED BY FEDERAL LAWS AND REGULATIONS, THE PRESTON COUNTY BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY IN EMPLOYMENT AND IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. INQUIRIES MAY BE REFERRED TO CAROL RILEY, TITLE IX COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO SECTION 504 COORDINATOR, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DIRECTOR OF PERSONNEL, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WEST VIRGINIA 26537, PHONE NUMBER (304) 329-0580; OR TO THE DEPARTMENT OF EDUCATION'S DIRECTOR OF THE OFFICE FOR CIVIL RIGHTS."

PERSONS INTERESTED IN MAKING APPLICATIONS FOR ANY POTENTIAL OR EXISTING VACANCY LISTED SHOULD CONTACT **THE PERSONNEL OFFICE, PRESTON COUNTY BOARD OF EDUCATION, 731 PRESTON DRIVE, KINGWOOD, WV 26537 - PHONE 329-0580**. THE BOARD AND THE SUPERINTENDENT RESERVES THE RIGHT TO REJECT ANY APPLICATIONS OR TRANSFER REQUESTS AFTER

October 21, 2010

DATE VACANCY LISTED: October 15, 2010 SCHOOL TERM: 2010-2011

NON-CERTIFICATED PERSONNEL
Rescind

RESCIND POSTING AT THIS TIME DUE TO FUNDING SOURCE

<u>VAC#</u>	<u>LOCATION</u>	<u>DESCRIPTION OF VACANCY</u>
S 1065	County Office/Preston High	1 Half-time Secretary/Half-time Cook for the remainder of the 10-11 school year. Pay Grade "F", Shift - 8:00 - 4:00 p.m., Food Handler's Card, Assist with Grab & Co Breakfast - PHS, Assist with input of IDs during "C" lunch at PHS & other times as needed, Knowledge of various Child Nutrition Computer Programs, Assist with lunch applications, billing and collections.

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PRESTON COUNTY SCHOOLS OFFERS PUBLIC EMPLOYEES INSURANCE, RETIREMENT AND BOARD OFFERED DENTAL/OPTICAL PLAN.

REFERENCE: Policy 8-18