

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580 – Fax 304-329-0720
EXTRACURRICULAR VACANCY
SCHOOL YEAR 2010 - 2011

Date Posted: December 7, 2010	Closing Date: December 13, 2010
Position: Parents as Teachers Coordinator	School: Aurora Elem.
Supervisor: Principal	Budget Source: Title I funds
Salary: \$20.00/hr. (Not to exceed 300hrs.)	Employment Term: January 3, 2011 June 10, 2011

Certification: Reading Specialization PK - A

Application process: Submit a letter of interest and a bid sheet to the Personnel Office by the closing date by mail or fax.

Qualifications:

1. Elementary Education K-6/Multi-subject K-8
2. Experience working with primary and preschool children
3. Excellent interpersonal and organizational skills
4. Experience with providing parent workshops/training that promote academic success and developing home/school partnerships.

Job Description/Major Duties:

1. Complete home visits to participating parents and children.
2. Complete activities that require a great deal of physical activity.
3. Develop educational materials to supplement training sessions.
4. Set up learning environments for parent and student sessions.
5. Must be available to work week nights for at least six weeks.

Equal Employment Opportunity:

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