

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
NOTICE OF VACANCY
2010-2011 SCHOOL YEAR
Re-posted for minimum qualifications to meet job expectations

Posting Date: December 8, 2010

Closing Date: December 21, 2010

Job Title: Coordinator/ Title I Programs and Grants
Location: County Office Itinerant
Employment Term: 2010-2011 School year
Budget Source: Title I
Certification: Administration PK-AD

Responsibilities:

- Administration of Title I programs & grants
 - Part A grant with allocations to schools
 - Reallocation grants
 - School improvement grants
 - Reading First, Part B
- Technical assistance to Title I schools identified for improvement
- School Choice
- Supplemental Education services
- Other programs and grants as assigned
- Elementary summer school and after school programs

Minimum Qualifications:

- Hold Administration Certificate for West Virginia
- Experience in budgeting
- Master's degree in education
- Experience as a school level or County level administrator
- Exemplary interpersonal skills
- Exemplary oral and written skills
- Elementary education certification and teaching experience

Performance Characteristics

Planning, Preparation and Implementation: Engage in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation.

- a. Identifies needs in programs;
 - b. Develops action plans based on identified needs;
 - c. Evaluates ongoing programs/plans;
 - d. Revises programs based on assessment;
 - e. Implements ongoing program activities and revises activities as needed;
 - f. Advises school personnel regarding available resources.
2. Administration/Management: Organizes, directs and coordinates programs, which includes Responsibility for budgeting, staffing, reporting and other similar activities.
- a. Aids school administration in developing and providing policies and/or programs;
 - b. Establishes and communicates practices and procedures to students parents, community and staff;
 - c. Works to integrate programs into total school curriculum;
 - d. Prepare thorough and accurate reports in a timely manner;
 - e. Make recommendations to modify the school programs to meet the needs of the individual schools and their students.
3. Assessment/Evaluation: Gathers and interprets data from individuals and groups to evaluate needs of the program.
- c. Explain nature and purpose of assessment in an understandable manner;
 - a. Demonstrates knowledge of theories, techniques and instruments used for assessment;

- b. Follows confidentiality procedures;
 - c. Makes provisions for the attainment and evaluation of program goals;
 - d. Communicates effectively with school personnel, students, parents and the community.
4. Collaboration: Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students.
- d. Presents information about services offered to students, school personnel, parents and the community;
 - e. Assists parents and students with individual needs to secure available services;
 - f. Creates a positive climate during consultation;
 - g. Serves on or leads multi disciplinary teams;
 - h. Respects values different from her/his own
5. Professional Development: Facilitates professional development activities to achieve goals.
- a. Seeks input from staff;
 - b. Plans, implements and evaluates professional development programs;
 - c. Disseminates information at meetings;
 - d. Develops procedures and provides training for school personnel, students and parents.
6. Professional Responsibilities: develops and improves individual competence and skill in delivering services consistent with standards.
Behaves in an ethical manner;
Demonstrates understanding of own professional limitations;
Continues professional development by keeping abreast of current trends;
Keeps appointments and follows up with commitments;
Adheres to established regulations, policies, rules and laws;
Commands respect by example in appearance, manners, behavior and language.
7. Technology Standards: demonstrates competency and knowledge in the implementation of technology standards identified by West Virginia Board of Education policies, which are based on the International Society for Technology in Education (ISTE) Standards.
Demonstrates a sound understanding of technology operations and concepts;
Applies technology to facilitate a variety of effective assessment and evaluation strategies;
Uses technology to enhance productivity and professional practice;
Understands the social, ethical, legal and human issues surrounding use of technology in PK-12 schools and applies that understanding in practice.
8. Other duties as assigned.

Immediate Supervisor: Superintendent and/or Assistant Superintendent

Salary: \$39,599.00 – \$68,890.80 based upon experience and degree level
\$3,000.00 – county supplement/coordinator

Employment Term: 240 day employment term, July 1, 2010 through June 30, 2011

Application Procedure: Submit letter expressing interest in the position to Personnel Office.
Include resume' and copy of official transcript

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 educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, West Virginia 26537 (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.