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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580- FAX 304-329-0720
NOTICE OF VACANCY FOR CONTRACTED SERVICES
2011-2012 School Year
Contingent upon approval from WVDE of position

Posting Date: May 3, 2011 **Closing Date: May 9, 2011**
Title: School Psychologist **Budget Source: Special Ed. funds**
Supervisor: Coordinator of Special Ed.
Certification: School Psychologist PK-AD
Location: County Itinerant
Employment Term: Immediate Vacancy to August 12, 2011 as needed
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Application Process: Submit a letter of interest, a bid sheet and a resume to the Personnel Office, either by mail or fax (304) 329-0720.

QUALIFICATIONS:

1. **Appropriate certification for the position as required by W.Va. Policy 5202;**
2. **Experience with school age children is preferred;**
3. **Ability to successfully work with parents, staff, and students;**
4. **Ability to successfully carry out the responsibilities of the position;**
5. **Meet professional responsibilities;**
6. **Clearance of any criminal convictions as listed in House Bill 146.**

PERFORMANCE STANDARDS/INDICATORS:

1. **LEADERSHIP**
   a. **Display knowledge of area of responsibility;**
   b. **Keep informed of recent developments in field;**
   c. **Use good judgment;**
   d. **Establish and follow schedule;**
   e. **Train teachers in use of individual evaluation instruments;**
   f. **Consult with teachers on student management ideas.**
2. **PROMOTE GOOD EMPLOYEE AND PUBLIC RELATIONS**
   a. **Cooperate with staff and public;**
   b. **Be accessible;**
   c. **Treat parents, staff, public and students courteously**
   d. **Work with parents in developing and understanding of learningproblems.**
3. **DISPLAY PROFESSIONAL WORK HABITS**
   a. **Maintain confidentiality;**
   b. **Display a positive attitude;**
   c. **Display respect for opinions of others;**
   d. **Regular attendance;**
   e. **Punctual;**
   f. **Dress appropriately.**
7. **PERFORM DUTIES ASSIGNED**
   a. **Prepare and submit reports as required;**
   b. **Serve as a liaison to other professionals;**
   c. **Monitor procedural safeguards to assure compliance;**
   d. **Consult with and assist other School Psychologist ;**
   e. **Work as needed for evaluations, eligibility/placement meeting.**

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, 731Preston Drive, Kingwood, West Virginia 26537 (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.