

**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 **June 2, 2011.**

DATE VACANCY LISTED: May25, 2011 SCHOOL TERM: Summer 2011

**NON-CERTIFICATED PERSONNEL
Extra-Duty Assignments – Summer 2011**

VAC# LOCATION DESCRIPTION OF VACANCY

**SUMMER PROGRAMS
RE-POSTED**

S11ED-19	County	2Substitute Cooks, <u>or</u>Substitute Cook/Custodians, <u>or</u>Substitute Custodians for Summer Program
		Prepares and serves breakfast and lunch Mon-Friday wherever needed.
		Current Food Handlers' Card, ability to maintain productions records and use commercial food service equipment independently and janitorial experience.
		Dates: As needed (06-13-11 to 08-12-11) Shift: As needed within time range (6:00 a.m. - 2:00 p.m.)

Must attend training June 1st, 3:00 pm – Board Room or June 2nd, 4:00 pm - Board Room

COOKS NOT PERMITTED TO WORK ON JUNE 20 – HOLIDAY.

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

REFERENCE: Policy 8-18

