

P 11/12 EC044

**PRESTON COUNTY SCHOOLS**  
731 Preston Drive, Kingwood, West Virginia 26537  
304-329-0580 - Fax 329-0720  
Notice of Vacancy  
2011-2012 School Year  
Extra-curricular Contract Assignment

Posting Date: September 28, 2011

Closing Date: October 11, 2011

Title: 1 Spelling Bee Coordinator  
School: County Itinerant  
Salary: \$500  
Budget Source: Jobs Act Funds  
Employment Term: As needed  
Certification: Valid Teaching Certificate  
Supervisor: Secondary Curriculum Director

To apply for the position, please submit a bid sheet and a letter of interest to Preston County Schools by the closing date.

**Qualification:**

1. Must hold a valid teaching certificate.
2. Relates well to children, school staff, and parents.
3. Teachers with grade appropriate Reading/English certification in Preston County Schools, background reflecting teaching in the subject area preferred.

**Responsibilities:** To oversee coordination of the Spelling Bee experience for all students, which includes contacting each school for participants, preparing of tests, calling volunteers, preparing schedules, and other duties required to facilitate this experience for students of Preston County Schools for local and regional events.

**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 gender, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*