# PENDLETON COUNTY SCHOOLS

P.O. Box 888
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Franklin, WV 26807
Phone: (304) 358-2207
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Please Post
January 8, 2021

## VACANCY NOTICE

**POSITION:** Restricted Short-Term Substitute Teacher (a substitute that can replace a teacher for no more than 10 consecutive days)

**DATE OF EMPLOYMENT:** February 2, 2021

**TERM OF EMPLOYMENT:** As needed.

**SALARY RANGE:** Based upon Degree and Experience according to WV State Salary Schedule for Professional Personnel

**APPLICATION DEADLINE:** **January 22, 2021 (*Note: All applications must be received in the Board of Education Office prior to 4:00 P.M. on the day of the deadline.)**

**QUALIFICATIONS:** WV Restricted Short-Term Substitute Permit; must have an Associate's Degree. Additional Minimum Requirements: Applicants who have unsatisfactory evaluations in the past year will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

**JOB DESCRIPTION:** See Attached

**APPLY TO:**
Ms. Nicole Hevener
Associate Superintendent
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
nhevener@k12.wv.us
Telephone: (304) 358-7065 ext. 122

**DISCRIMINATION PROHIBITED:** As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of its education programs and activities. Inquiries may be directed to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-7065; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864; or to the U. S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

# PENDLETON COUNTY SCHOOLS
# JOB DESCRIPTION

## RESTRICTED SHORT TERM CLASSROOM TEACHER SUBSTITUTE

## QUALIFICATIONS:

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the licensure of West Virginia School Personnel for Restricted Short-Term Substitute Permit; must have an Associate's Degree.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Ability to communicate effectively with students, school personnel, and parents, and an ability to work cooperatively with others.
4. Ability to motivate students and get them excited about learning.
5. Ability to pass a criminal background check.
6. Applicants who have unsatisfactory evaluations in the past year will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

## IMMEDIATE SUPERVISOR:

Principal

## TEACHER RESPONSIBILITIES:

1. Implement the assigned program of study.
2. Foster a classroom climate conducive to learning.
3. Utilize instructional management systems which increases student learning and maximize time on task.
4. Monitor student progress towards achieving content standards.
5. Communicate effectively within the education community and with parents on a regular basis.
6. Meet professional responsibilities.
7. Maintain and upgrades professional skills.
8. Maintain professional work habits.
9. Promote and maintain positive pupil-teacher-parent relationships.
10. Adhere to the teacher code of conduct.
11. Perform other job related duties as assigned by the Principal.

## TEACHER PERFORMANCE CRITIERIA:

***Programs of Study:***
Provides curricula required by the state of West Virginia:

Bases instruction and adopted curricula for the school; demonstrates accurate and current knowledge in subject field; develops appropriate lessons to teach instructional objectives; employs a variety of instructional strategies to augment achievement; uses content scope and sequence in planning.

***Classroom Climate:***
Provides an atmosphere conducive to learning consistent with:

Follows established school discipline procedures that include the WV Student Code of Conduct; established procedures and rules that enhance learning; encourages students' attendance; sets high positive expectations for student performance; encourages and acknowledges individual student accomplishments and appropriate behavior; treats students in a fair and equitable manner; accommodates individual learning differences; creates and maintains an environment that supports learning; communicates with parents.

***Instructional Management Systems:***
Organizes teaching strategies to maximize allocated instructional time to increase student learning:

Prepares and implements lesson plans; begins lesson or instructional activity with a review of previous material as appropriate; has materials, supplies and equipment ready at the start of the lesson or instructional activity; introduces the instructional activity and specifies instructional objectives; directs and adequately supervises students to be on task quickly at the beginning of each instructional activity; presents reading, writing, speaking, and listening strategies using concepts and language that students understand; provides relevant examples and demonstrations to illustrate concepts and skills; assigns developmentally appropriate tasks; provides instructional pacing that ensures student understanding; maximizes student time-on-task; makes effective transitions between instructional activities; summarizes the main point(s) of the instructional activity; encourages students to express ideas clearly and accurately; incorporates higher level thinking skills; assists students to develop productive work habits and study skills, enabling communication with parents as needed; provides remediation activities for students; designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives; integrates a variety of technology applications and learning tools to augment student achievement.

***Student Progress:***
Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives:

Follows grading policies and regulations; maintains accurate and complete student records, monitors and evaluates student progress, provides feedback on student work; monitors student attendance.

***Communication:***
Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas:

Communicates student progress according to established procedures and policies; communicates regularly and effectively with students, co-workers, parents/guardians, and the community, and exhibits

appropriate interactive skills; follows confidentiality procedures regarding students, parents/guardians, and fellow staff members; speaks and writes standard English clearly, correctly, and distinctly; determines and utilizes appropriate community resources.

***Professional Work Habits:***
Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality and verbal/nonverbal communication):

Adheres to established laws, policies, rules and regulations; interacts appropriately with students, other education personnel, and parents; participates in activities that foster professional growth; is punctual with reports, grades, records, and in reporting to work; performs assigned duties; strives to meet county/school goals; commands respect by example in appearance, manners, behavior and language.