



LEWIS COUNTY SCHOOLS

239 Court Avenue
Weston, West Virginia 26452
Telephone (304) 269-8300
Fax (304) 269-8305

Superintendent

Steven S. Casto

Board of Education

Paul Derico, President
Debbie Clem
Sylvia McNeish
Robert L. Mitchell
Tori Zielinski

June 13, 2018

Job Posting List

Postings are located in the Personnel Office, second floor, job hotline (269-8300 ext. 9), and the Lewis County Board of Education web site: <http://lewisboe.com/page/boe/employment>

Specific Job Descriptions for all postings can be viewed or secured at the Board Office upon request and the Lewis County Board of Education web site.

PROFESSIONAL VACANCY:

1. Principal, Lewis County High School (Posting #696)
2. Special Education Teacher – MI with Autism, Lewis County High School (Posting #697)
3. Grade 1 Classroom Teacher – Leading Creek Elementary School (Posting #698)

EXTRACURRICULAR PROFESSIONAL VACANCY:

1. Wellness Coordinator, Peterson-Central Elementary School (Posting #1601)

EXTRACURRICULAR VACANCY:

1. Assistant Football Coach, Lewis County High School School (Posting #1599)

EXTRACURRICULAR PROFESSIONAL SUMMER VACANCY:

1. Two (2) Summer Tutors – Reading and Math, Leading Creek Elementary School (Posting #1600)

SUMMER VACANCY:

1. Summer Band Camp Instructor – Low Brass – Lewis County High School (Posting #1593) **Reposted**

Application Deadline: June 19, 2018 – 3:30 P.M. EST



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POSTING NUMBER: 696

June 13, 2018

ANNOUNCEMENT OF PROFESSIONAL VACANCY

POSITION:

Principal – Lewis County High School (9-12)

CERTIFICATIONS:

1. West Virginia secondary school principal, 9-12
2. Trained to evaluate professional personnel, WVDE Policy §5310

PERFORMANCE:

Experience as a principal or assistant principal in a secondary school setting

QUALIFICATION MEASURES TO BE CONSIDERED:

1. WVEIS competent in the Student Information Management System
2. Provide expertise in WVDE Policy 2510, programs of study and graduation requirements
3. Experience and/or knowledge in secondary scheduling, including CTE
4. Experience and/or knowledge in developing a 5-Year Strategic Plan and implementation
5. Experience and/or knowledge in managing athletics at the secondary level
6. Provide evidence of technology integration at this level
7. Demonstrate an understanding in working with others to attain desired school and county goals
8. Provide evidence of working with school finances
9. Experience and/or knowledge in the child nutrition program
10. Demonstrate instructional leadership
11. Demonstrate the ability to develop positive public relations with community organizations and leaders
12. Provide evidence and the ability to manage effectively a comprehensive program of student behavior
13. Provide evidence of identifying and scheduling applicable staff development in the school improvement process
14. Demonstrate an understanding of collecting and utilizing data to implement changes in curriculum and instruction for improved student achievement
15. Provide evidence of enhanced school spirit and morale among students and staff
16. Provide evidence of knowledge and exhibits ability to interpret and implement policies, regulations and school law

17. Exhibits leadership in assigning staff responsibilities and analyzing personnel needs
18. Demonstrate knowledge in special education policies, procedures and services
19. Demonstrate an understanding of facility needs and cleanliness of the school environment
20. Demonstrate experience or knowledge in working with post secondary institutions to develop articulation agreements, EDGE and AP courses, and dual credit classes

RESPONSIBILITIES/DUTIES:

1. As per West Virginia Code §18A-2-9
2. Attend Board Meetings
3. Other responsibilities assigned by the Superintendent or Supervisor

REPORTS TO:

1. Superintendent
2. Supervisor

SALARY: Commensurate with certification, experience, and county supplement

TERM: 250-days

AVAILABLE: July 1, 2018

CREDENTIALS REQUIRED:

1. Current resume
2. Copy of WV principal certificate
3. Copy of WV professional evaluation training
4. Most recent two evaluations

APPLICATION DEADLINE: June 19, 2018 - 3:30 P.M., EST

INTERESTED CANDIDATES SHOULD CONTACT:

Melissa A. Riley, Personnel Director

Lewis County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling conditions in its activities, programs, or employment practices as required in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. For information about your rights or grievance procedures, contact the county Title IX Coordinator, Dr. Carol G. Williams, Lewis County Schools, 239 Court Avenue, Weston, WV 26452, 304-269-8300.



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POSTING NUMBER: 697

June 13, 2018

ANNOUNCEMENT OF PROFESSIONAL VACANCY

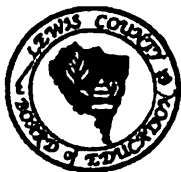
- POSITION:** Special Education Teacher – MI with Autism
- LOCATION:** Lewis County High School
- QUALIFICATION:**
1. Must Possess West Virginia Certification in Multi-Categorical Special Education (LD/BD/MI), 9-12 with Autism
 2. If no certified applicant applies, will consider applicants eligible for Permit or Out-of-Field Authorization
- SALARY:** Commensurate with Certification and Experience
- FUNDING:** General Account
- TERM:** 200 Days
- AVAILABLE:** 2018-2019 school year

APPLICATION DEADLINE: June 19, 2018 – 3:30 P.M., EST

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POSTING NUMBER: 698

June 13, 2018

ANNOUNCEMENT OF PROFESSIONAL VACANCY

POSITION: Grade 1 Teacher
LOCATION: Leading Creek Elementary School
CERTIFICATION: WV Elementary Education Certification
SALARY: Commensurate with Certification and Experience
FUNDING: General Account
TERM: 200 Days
AVAILABLE: 2018-2019 school year

APPLICATION DEADLINE: June 19, 2018 – 3:30 P.M., EST

INTERESTED CANDIDATES SHOULD CONTACT:

Melissa A. Riley, Personnel Director

As required by federal laws and regulations, the Lewis 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 any of its educational programs and activities. Inquiries may be directed to Dr. Carol Williams, Title IX Coordinator, Lewis County Board of Education, 322 E. Third Street, Weston, WV 26452, 304-269-8300; or referred to Dr. Carol G. Williams, Section 504 Coordinator, Lewis County Board of Education, 322 E. Third Street, Weston, WV 26452, 304-269-8300; to the State Elimination of Sex Discrimination Project Coordinator, 302-558-2696, West Virginia Department of Education, Charleston, WV 25305; or to the U.S. Department of Education's Director of the Office for Civil Rights, 215-596-6795



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POSTING NUMBER: 1601

June 13, 2018

ANNOUNCEMENT OF PROFESSIONAL EXTRACURRICULAR VACANCY

- POSITION:** Wellness Coordinator - Peterson-Central Elementary School
- QUALIFICATIONS:** WV Teaching Certificate
- PREFERRED:**
1. Previous experience with Wellness policies and/or programs.
 2. Teachers assigned to each individual school
- RESPONSIBILITIES:**
1. Coordinate/Promote at least six (6) Wellness Programs In your school.
 2. Attend at least two (2) LSIC meetings to report, Promote and coordinate wellness activities.
 3. Speak to your school's Faculty Senate each month about Wellness Activities and plans.
 4. Encourage faculty and staff to get involved with Wellness Activities and promotions to students.
 5. Put up bulletin boards or student displays throughout your school promoting Wellness Promotions/Activities.
 6. Be responsible for completing the Wellness Portfolio for your school and/or other reports to the child nutrition director.
 7. Attend county wide Wellness team meetings throughout the year.
- SALARY:** \$500.00 - payable in May at the completion of all projects.
- TERM:** 2018-2019 School Year

APPLICATION DEADLINE: - June 19, 2018 - 3:30 P. M. EST

INTERESTED CANDIDATES SHOULD CONTACT:

Melissa A. Riley, Personnel Director

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POSTING NUMBER: 1599

June 13, 2018

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ANNOUNCEMENT OF EXTRACURRICULAR VACANCY

POSITION: Assistant Football Coach
LOCATION: Lewis County High School
CERTIFICATION: West Virginia Teaching Certificate, or 5202 Substitute Teaching Permit Certificate or eligible for a Temporary Coach's Authorization

QUALIFICATIONS:

1. Advanced knowledge of football fundamentals/concepts, team organization, rules, and policies of the WVSSAC
2. Previous experience as a football coach; preferred at the high school level

RESPONSIBILITIES:

1. Teacher of advanced skills, team organization, and fundamentals
2. Assist the head coach in preparing student athletes for competition
3. Assist the head coach in scouting and evaluating opponents
4. Assist head coach in designing and following a quality and organized daily practice session
5. Assist head coach in collecting and submitting all WVSSAC eligibility paper work to the AD
6. Assist with inspection and preparation of the field for practice and play
7. Assist the AD in setting up for athletic contests
8. Assist in following end of season procedures (inventory of equipment, uniforms, naming of letter winners, etc.)
9. Participate in activities that promote growth and development
10. Assist in organizing an off-season conditioning and skills building program
11. Promote LCHS football within the school system and community
12. Enforce all rules and policies of the school and county related to athletics and student behavior
13. Assist in developing an athletic code of conduct to be signed by athletes and parents
14. Assist in keeping the media informed of results of competitions
15. Maintain positive communications with athletes, parents, and administration
16. Work with the middle school football program in promoting football at the high school level
17. Ensure the safety and supervision of students while at practice, events, and waiting for transportation home
18. Attend WVSSAC rules clinic, booster meetings, and recognition ceremonies
19. Work with the coaching staff and AD in organizing and implementing a skills building program for weeks 50, 51, and 52 as per WVSSAC regulations
20. Any other duties assigned by the head coach
21. All other Coaches' Performance Criteria as per State Board Policy 5310, Section 29 (§126-142-29)

SALARY: \$3,500.00

FUNDING: General School Levy

AVAILABLE: 2018-2019 School Year

Applications Deadline: June 19, 2018 - 3:30 P.M., EST.

Interested Candidates Should Contact:

Melissa A. Riley, Personnel Director

Coordinator Lewis County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling conditions in its activities, programs, or employment practices as required in Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. For information about your rights or grievance procedures, contact the county Title IX, Dr. Carol G. Williams, Lewis County Schools, 239 Court Avenue, Weston, WV 26452, 304-269-8300



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POSTING NUMBER: 1600

June 13, 2018

ANNOUNCEMENT OF PROFESSIONAL EXTRACURRICULAR VACANCY

POSITION: Two (2) Summer School Tutors – Reading and Math

LOCATION: Leading Creek Elementary School

SCHEDULE: June 26 – July 31, 2018

QUALIFICATIONS: WV Certification in Elementary Education

PREFERENCE: Reading and Math Certification

REPORTS TO: School Principal

SALARY: \$25.00 per hour

FUNDING: Title I and RLIS Grant

TERMS: Not to exceed four (4) hours per week unless authorized

AVAILABLE: June 26, 2018

APPLICATION DEADLINE: June 19, 2018 - 3:30 P.M., EST

INTERESTED CANDIDATES SHOULD CONTACT:

Melissa A. Riley, Personnel Director

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REPOSTED

Posting Number: 1593

June 16, 2018

ANNOUNCEMENT OF SUMMER VACANCY

POSITION:

Summer Band Camp Instructor, Lewis County High School - Low Brass Instructor

JOB DESCRIPTION:

1. Assist students in learning music for the upcoming band season
2. Teach students marching fundamentals and drill to section
3. Assist Band Director in running rehearsals with section
4. Report daily progress to Band Director

QUALIFICATIONS:

1. Must have majored or is majoring in instrument for which application is being made
2. Previous experience in working at high school level band camps and programs that compete, preferably Tournaments of Bands

REQUIREMENTS:

Must pass a background check before working as a camp instructor

TERM:

July 29 – August 2, 2018

SALARY:

\$400.00

FUNDING:

General Account

APPLICATION DEADLINE: June 19, 2018 - 3:30 P.M., EST

INTERESTED CANDIDATES SHOULD CONTACT:

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