

MINGO COUNTY SCHOOLS

Professional Personnel Vacancies

2012-2013 School Year

Posting No. 3

June 13, 2012

Subject to the provisions of WV Code §18A-4-7a, no person employed and assigned to a professional position may transfer to another professional position until the beginning of the 2013-2014 instructional term.

Regular Program:

<u>Location</u>	<u>Position</u>	<u>Certification Required</u>
Burch Elementary School	1.00 Counselor	School Counselor PK-12
Burch Elementary School	2.00 Teachers/Special Education	MMI/SLD/BD/AUT
Burch Middle School	1.00 Teacher/Music	Music 5-8
Dingess Elementary School	1.00 Teacher/Special Education	MMI/SLD/BD/AUT
Dingess Elementary School	1.00 Teacher/Early Literacy	Early Education PK-K
Dingess Elementary School	1.00 Teacher/Preschool Handicapped	Preschool Handicapped
Gilbert Elementary School	1.00 Assistant Principal	Principal K-4
Gilbert Elementary School	1.00 Teacher/Kindergarten	Early Childhood or Multi-Subjects K-4
Gilbert Elementary School	1.00 Teacher/Grade 3	Elementary Ed. 1-6 or Multi-Subjects K-4
Gilbert Area Schools	1.00 Technology Systems Specialist	TSS
Kermit K-8 School	1.00 Teacher/English-LA	English 5-8 or Lang. Arts 5-8
Kermit K-8 School (.50)/Lenore K-8 School (.50)	1.00 Teacher/Spanish	Spanish 5-8
Lenore K-8 School	1.00 Teacher/Grade 6	Elementary Ed. 1-6 or Multi-Subjects K-6
Lenore K-8 School 12 and	1.00 Teacher/Title I	Reading Specialist K-12 or Remedial Reading K- Elementary Ed. 1-6 or Multi-Subjects K-6
Matewan Elementary School	1.00 Teacher/Grade 2	Elementary Ed. K-6 or Multi-Subjects K-4
Matewan Elementary School (.40)/ Matewan Middle School (.60)	1.00 Counselor	School Counselor PK-12

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<u>Location</u>	<u>Position</u>	<u>Certification Required</u>
Matewan Middle School	1.00 Teacher/Special Ed.	MMI/SLD/BD/AUT
Matewan Middle School	1.00 Teacher/Grade 6	Elementary Ed. K-6 or Multi-Subjects K-6
Mingo Central High School	1.00 Assistant Principal/Ath. Director 240-day employment	Principal 9-12 Job Description Attached
Mingo Central High School	1.00 Teacher/Social Studies	Social Studies 9-12
Mingo Central High School	1.00 Teacher/Special Education	MMI/SLD/BD/AUT
Mingo Central High School	1.00 Teacher/Business (during a LOA)	Business Ed. 9-12
Mingo County Schools	Substitute Teachers	WV Teacher Certification
Mingo County Schools	2.00 Speech/Language Pathologists	SLP PK-Ad
Mingo County Schools (.50 Extended Learning Center/.50 Mingo County Schools--HB: MCHS)	1.00 Counselor Schedule to be determined by Asst. Superintendent	School Counselor 5-Ad
Riverside Elementary School	1.00 Teacher/Grade 3-4	Elementary Ed. K-4 or Multi-Subjects K-4
Williamson Middle School	1.00 Teacher/Special Ed.	MMI/SLD/BD/AUT
Williamson Middle School	1.00 Teacher/Special Ed.	MMI/SLD/BD
Williamson Middle School	1.00 Teacher/Grade 6	Elementary Ed. K-6 or Multi-Subjects K-6
Williamson Middle School	1.00 Teacher/Grade 5	Elementary Ed. K-6 or Multi-Subjects K-6
Williamson Middle School	1.00 Teacher/Art	Art 5-8

Applicants to all professional positions at Mingo Central Comprehensive High School will be expected to apply technology in order to enhance productivity and to maximize student learning. In addition, applicants may be required to become credentialed to teach Advanced Placement Courses. The teaching of honors/dual credit classes may also be required.

If no applicant holding the required certification applies for a position, consideration will be given to the applicant who is willing to commit to a permit in the required certification area. The applicant with the most hours in the required certification area shall be given preference.

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Applicants for teaching positions shall be required to complete a "Bid Sheet" and submit it to the Human Resources Office by 4:00 p.m., June 19, 2012. Applicants for Assistant Principal position shall be required to submit a letter of application and resume to the Personnel Office by 4:00 p.m., June 19, 2012. The Board reserves the right to reject any applications received after this date.

Extra-Curricular/Extra-Duty Program:

Burch Middle School	1.00	Volleyball Coach
Gilbert Middle School	1.00	Volleyball Coach
Gilbert Middle School	1.00	Cheer Coach
Gilbert Middle School	1.00	Girls Soccer Coach
Gilbert Middle School	1.00	Boys Soccer Coach
Kermit K-8 School	1.00	Cheer Coach
Kermit K-8 School	1.00	Girls Soccer Coach
Kermit K-8 School	1.00	Boys Soccer Coach
Matewan Middle School	1.00	Girls Soccer Coach
Matewan Middle School	1.00	Boys Soccer Coach
Mingo Central High School	1.00	Athletic Directors (Administrative Certification required)
Mingo Central High School	1.00	Golf Coach
Mingo Central High School	1.00	Cross Country Coach
Tug Valley High School	1.00	Assistant Volleyball Coach
Tug Valley High School	1.00	Boys Soccer Coach
Tug Valley High School	1.00	Wrestling Coach
Williamson Middle School	1.00	Boys Basketball Coach
Williamson Middle School	1.00	Football Coach
Williamson Middle School	1.00	Girls Soccer Coach
Williamson Middle School	1.00	Boys Soccer Coach

Applicants for extra-curricular/extra-duty positions shall be required to submit a letter of application and resume to the Human Resources Office by 4:00 p.m., June 19, 2012. The Board reserves the right to reject any applications received after this date. Fax applications for these positions will not be accepted.

Inquiries concerning position may be addressed to Nell Hatfield, Director of Human Resources; Mingo County Schools; Route 2 Box 310; Williamson, WV 25661. Job descriptions are available for review in the Mingo County Schools Human Resources Office.

As required by federal laws and regulations, the Mingo County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Title IX Coordinator, Mingo County Board of Education, Route 2 Box 310, Williamson, WV 25661, (304) 235-3333; Section 504 Coordinator, Mingo County Board of Education, Route 2 Box 310, Williamson, WV 25661, (304) 235-3333; to the Elimination of Sex Discrimination Program Coordinator, 348-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights (215) 595-6795

ATHLETIC DIRECTOR

POSITION TITLE: Athletic Director

QUALIFICATIONS: 1. Holds WV Certification as a teacher
2. Holds Bachelor's Degree
3. Has experience as a coach (Preferred)
4. Has the skills, knowledge, and ability to execute the responsibilities of the position

REPORTS TO: School Principal

SUPERVISES: Coaches, assistance coaches, and athletic trainer, as assigned by principal

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the overall program of extracurricular athletics for the school
2. Assists principal with the selection, assignment, and evaluation of athletic coaches
3. Fosters good school-community relations by keeping the community aware of and responsive to the athletic program
4. Assumes responsibility for the organization and scheduling of all interscholastic athletic events
5. Hires officials and security as required, and assumes general responsibility for the proper supervision of home games
6. Arranges transportation for athletic contest participants
7. Arranges provision for meals for athletes and coaches when necessary
8. In cooperation with the principal, develops and places into operation appropriate rules and regulations governing the conduct of athletic activities
9. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport
10. Prepares and administers the athletic program budget, as directed by principal
11. Requisitions program supplies and equipment
12. Supervises all ticket sales and fund-raising events of the athletic program, and assumes responsibility for proper handling of funds, as assigned by principal
13. Arranges all details for visiting teams' needs, including lodging, meals, towels, gymnasium services, and field assistance, as appropriate
14. Makes arrangements for non-school use of playing fields and facilities, as directed by principal
15. Arranges field and gym practice schedules
16. Provides for the physical examination of all athletes prior to the beginning of each season
17. Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims, as assigned by principal
18. Keeps records of the results of all athletic contests, and maintains a record file of all award winners, stating the date and type of award, including athletic scholarships
19. Plans and supervises an annual recognition program for school athletes, as assigned by principal

TERMS OF EMPLOYMENT:

The Athletic Director shall perform their responsibilities during the athletic seasons of each school year at the salary established in the Mingo County Schools' Supplemental Salary Schedule.