

SUMMERS COUNTY BOARD OF EDUCATION
116 Main Street
Hinton WV 25951
466-6000
(Please Post)

TO: All Interested Persons
FROM: Adam Coon, Director of Personnel
SUBJECT: Notice of Service Personnel Vacancy
DATE: July 07, 2021

The Summers County Board of Education has an opening for a Special Education Aide/ Bus Monitor at Talcott Elementary School & Summers County Comprehensive High School for the 2021-2022 school term and is now accepting applications for this position.

POSITIONS: Special Education Aide/ Bus Monitor at:
Talcott Elementary School & Summers County Comprehensive High School

QUALIFICATIONS: High School Graduate or GED.
Physically fit to perform duties.
Pass competency test pursuant to 18A-4-8c
Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4.
Drug Test conducted pursuant to Summers County Board of Education Policy IV-H-1
Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures that are required to be performed.

SALARY: State Scale

TERM: Beginning 2021-2022 School Term

APPLICATION PROCEDURE: **Must submit application no later than 3:00 p.m. July 13, 2021 to:**

Adam Coon, Director of Personnel
Summers County Schools
116 Main Street
Hinton WV 25951
(466-6000)
arcoon@k12.wv.us

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations the Summers 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 education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main St., Hinton WV 25951; Phone, 466-6005; to the State Elimination of Sex Discrimination Project Coordinator, phone 558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, 1-800-421-3481.

JOB DESCRIPTION

Aide/Bus Monitor

QUALIFICATIONS: High School Graduate or GED.
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Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures that are required to be performed.

RESPONSIBLE TO: Supervising teacher, building principal, transportation supervisor (when assigned as a bus aide) or appropriate county supervisor.

JOB RESPONSIBILITIES:

Assist the teacher in instructional activities as directed.
Share in the responsibility of protecting students, equipment, materials and facilities.
If assigned as a bus aide, supervise assigned student(s) when getting on, off and riding bus.
Maintain positive work habits.
Perform duties efficiently and productively.
Maintain and/or upgrade skills.
Performs specialized health care procedures, as needed
Perform any and all other job related duties as assigned by the classroom teacher, principal, appropriate county director or superintendent.
Other duties as assigned by the superintendent