



# HARRISON COUNTY SCHOOLS

408 E. B. SAUNDERS WAY  
POST OFFICE BOX 1370  
CLARKSBURG, WEST VIRGINIA 26302-13  
(304) 326-7300  
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**BOARD OF EDUCATION**  
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July 26, 2010

Submit bids to the Harrison County Board of Education, 408 E.B. Saunders Way, Clarksburg WV 26302-1370. Bids must be received within the posting period July 26, 2010 through July 30, 2010. All professional positions posted are for the grade configuration of the school listed unless otherwise noted. Applicants submitting multiple bids must state a numerical priority for each bid. Each bid must be submitted on a separate bid sheet for each posting. For more specific information about hours of employment, salaries, and position responsibilities, please contact the immediate supervisor at that work site. Non-employees of the Harrison County Board of Education **must** submit a current copy of certification when placing each bid. **Please turn in bids in posting number order instead of by choice. Also fill out a "candidate bid list" sheet.** All Harrison County employees must use employee identification #933-00-\_\_ \_\_ \_\_ on their bid sheets.

**An applicant for any professional position for which an interview is required, including all administrative positions, must successfully complete an interview for that position in order to meet the minimum qualifications for the position. Successful completion of an interview (oral and/or written) will be determined on the basis of the candidate's knowledge of: the process for improving education; education standards and practices; accountability; education law, policies, and procedures; as well as the candidate's articulation, clarity, thoroughness, and appropriateness of responses.**

## **This is the final posting prior to the start of the 2010-11 instructional school term**

**POSTING NUMBER:**

**PROFESSIONAL:**

**LOCATION:**

P-072610-040

1.0 Principal, full time, 225 day employment term, **use yellow bid sheet**

Nutter Fort Primary

P-072610-041

1.0 Kindergarten Teacher, full time, 200 day employment term

Salem Elementary

PROFESSIONAL VACANCIES  
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<b><u>POSTING NUMBER:</u></b>	<b><u>PROFESSIONAL:</u></b>	<b><u>LOCATION:</u></b>
P-072610-042	1.0 Kindergarten Teacher, full time, 200 day employment term	Lost Creek Elementary
P-072610-043	1.0 First Grade Teacher, full time, 200 day employment term	Nutter Fort Primary
P-072610-044	1.0 Second Grade Teacher, full time, 200 day employment term	Salem Elementary
P-072610-045	2.0 Fourth Grade Teacher, full time, 200 day employment term	Simpson Elementary
P-072610-046	1.0 Fourth Grade Teacher, full time, 200 day employment term	Nutter Fort Intermediate
P-072610-047	1.0 Fifth Grade Teacher, full time, 200 day employment term	Johnson Elementary
P-072610-048	1.0 Fifth Grade Teacher, full time, 200 day employment term	Adamston Elementary
P-072610-049	1.0 Cover Planning Period Teacher, full time, 200 day employment term, itinerant schedule, elementary certification required	Nutter Fort Primary/ Intermediate
P-072610-050	1.0 Computer Education Teacher, full time, 200 day employment term	Nutter Fort Primary
P-072610-051	1.0 Sixth Grade Math Teacher, full time, 200 day employment term	Washington Irving Middle
P-072610-052	1.0 Science/Math Teacher, full time, 200 day employment term	South Harrison Middle
P-072610-053	1.0 French Teacher, full time, 200 day employment term, itinerant schedule	South Harrison Middle/ Lumberport Middle
P-072610-054	1.0 Secondary School Counselor, full time, 215 day employment term	South Harrison High
P-072610-055	.5 Math 9 Teacher, half time, 200 day employment term	Bridgeport High

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<b><u>POSTING NUMBER:</u></b>	<b><u>PROFESSIONAL:</u></b>	<b><u>LOCATION:</u></b>
P-072610-056	1.0 Math 9-12 Teacher, full time, 200 day employment term	Alternative Learning Center
P-072610-057	1.0 Math Teacher, full time, 200 day employment term	Pressley Ridge
P-072610-058	1.0 Physical Education/Health/Driver Education Teacher, full time, 200 day employment term	Bridgeport High
P-072610-059	1.0 Latin Teacher, full time, 200 day employment term, itinerant schedule	Robert C. Byrd High/ Washington Irving Middle
P-072610-060	1.0 Gifted Teacher, full time, 200 day employment term	Adamston Elementary
P-072610-061	1.0 Gifted Teacher, full time, 200 day employment term, itinerant schedule	Bridgeport Middle/Lumberport Middle/Lincoln High
P-072610-062	1.0 Teacher of Behavior Disorders, full time, 200 day employment term	Wilsonburg Elementary
P-072610-063	1.0 Teacher of Behavior Disorders, full time, 200 day employment term	Mountaineer Middle
P-072610-064	1.0 Teacher of Behavior Disorders with Autism, full time, 200 day employment term, itinerant schedule	Nutter Fort Primary/ Intermediate
P-072610-065	1.0 Teacher of Behavior Disorders/ Social Studies, full time, 200 day employment term	Lumberport Middle
P-072610-066	1.0 Teacher of Learning Disabilities/ Mentally Impaired, full time, 200 day employment term	Wilsonburg Elementary
P-072610-067	.5 Teacher of Learning Disabilities/ Mentally Impaired, half time, 200 day employment term, AM schedule	Simpson Elementary

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<b><u>POSTING NUMBER:</u></b>	<b><u>PROFESSIONAL:</u></b>	<b><u>LOCATION:</u></b>
P-072610-068	1.0 Teacher of Learning Disabilities/ Mentally Impaired, full time, 200 day employment term	Nutter Fort Intermediate
P-072610-069	.5 Teacher of Learning Disabilities/ Mentally Impaired, half time, 200 day employment term	Nutter Fort Intermediate
P-072610-070	.5 Teacher of Learning Disabilities/ Mentally Impaired, half time, 200 day employment term	Adamston Elementary
P-072610-071	1.0 Teacher of Learning Disabilities/ Mentally Impaired, full time, 200 day employment term	Washington Irving Middle
P-072610-072	1.0 Teacher of Learning Disabilities/ Mentally Impaired, full time, 200 day employment term	Wilsonburg Elementary
P-072610-073	1.0 Teacher of Learning Disabilities/ Mentally Impaired/Behavior Disorder, full time, 200 day employment term	Lumberport Elementary
P-072610-074	.5 Teacher of Learning Disabilities/ Mentally Impaired/Behavior Disorder, half time, 200 day employment term	West Milford Elementary
P-072610-075	1.0 Secondary Teacher of Learning Disabilities/Mentally Impaired/ Behavior Disorder, full time, 200 day employment term	Pressley Ridge
P-072610-076	1.0 Federal Programs Curriculum Specialist, full time, 240 day employment term, pending approval of attached revised job description	Central Office

SERVICE PERSONNEL VACANCIES  
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<b><u>POSTING NUMBER:</u></b>	<b><u>SERVICE PERSONNEL:</u></b>	<b><u>LOCATION:</u></b>
SP-072610-015	1.0 Custodian III, full time, 200 day employment term, 12am to 8am, Tuesday through Saturday (will report midnight Monday night)	Robert C. Byrd High
SP-072610-016	1.0 Custodian III, full time, 200 day employment term, 11pm to 7am, Monday through Friday	Robert C. Byrd High
SP-072610-017	1.0 Custodian III, full time, 200 day employment term, 12am to 8am, Tuesday through Sunday	Lincoln High
Sp-072610-018	1.0 Custodian III, full time, 200 day employment term, 6pm to 2am, Monday through Friday	West Milford Elementary
SP-072610-019	1.0 Custodian III, full time, 200 day employment term, 10pm to 6am, Monday through Friday	Nutter Fort Elementary
SP-072610-020	.5 Custodian III, half time, 200 day employment term, 7pm to 11pm, Monday through Friday	South Harrison Middle
SP-072610-021	.5 Custodian III, half time, 200 day employment term, 1pm to 5pm, Monday through Friday	Salem Elementary
SP-072610-022	.5 Cook II, half time, 200 day employment term, must be able to lift up to fifty pounds	Salem Elementary
SP-072610-023	1.0 Special Education Aide II, full time, 200 day employment term	Big Elm Elementary

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**POSTING  
NUMBER:**

**SERVICE PERSONNEL:**

**LOCATION:**

SP-072610-024	1.0	Special Education Aide II, full time, 200 day employment term	Mountaineer Middle
SP-072610-025	.5	Special Education Aide II, half time, 200 day employment term, PM schedule	Simpson Elementary
SP-072610-026	1.0	Kindergarten Aide, full time, 200 day employment term	Salem Elementary
SP-072610-027	1.0	Bus Operator, bus #78, full time, 200 day employment term, six hour run to include but not limited to Chub Run, Hoop Hole Hollow, Nutter Fort and Chestnut Hills to various Harrison County Schools which include RCB, WI, Norwood and Nutter Fort Elementary, schedule subject to change, bus located at Nutter Fort Terminal	Transportation Department
SP-072610-028	1.0	Bus Operator, bus #112, full time, 200 day employment term, six hour run to include but not limited to Wyatt Run, Hardesty Run, Pine Bluff, Rt 19 area, to various Harrison County Schools, schedule subject to change, bus located at Shinnston Terminal	Transportation Department

SERVICE PERSONNEL EXTRA CURRICULAR VACANCIES  
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**\*\*\*Service Personnel Extra Curricular\*\*\***

EX-072610-041	1.0	Bus Operator, Tuesday from 8am to 11am and Thursday from 9:30am to 12:30pm, from Nutter Fort Primary to the WVU School of Dentistry and return	Transportation Department
EX-072610-042	1.0	Supervisory Bus Aide, Tuesday from 8am to 11am and Thursday from 9:30am to 12:30pm, from Nutter Fort Primary to the WVU School of Dentistry and return	Transportation Department
EX-072610-043	1.0	Special Education Aide, thirty (30) minutes per day, as needed for bus duty, 2:30pm to 3pm, effective for the 2010-11 school term	Lost Creek Elementary
EX-072610-044	1.0	Special Education Aide/Interpreter, fifty (50) minutes per day, as needed for bus duty, 7:10am to 8am, itinerant schedule, effective for the 2010-11 school term	Lost Creek Elementary
EX-072610-045	1.0	Special Education Aide, thirty (30) minutes per day, as needed for bus duty 7:30am to 8am, effective for the 2010-11 school term	Lost Creek Elementary

EXTRA CURRICULAR VACANCIES  
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<b><u>POSTING NUMBER:</u></b>	<b><u>EXTRA CURRICULAR:</u></b>	<b><u>LOCATION:</u></b>
EX-072610-046	1.0 Play Sponsor	Liberty High
EX-072610-047	1.0 Athletic Trainer	Liberty High
EX-072610-048	1.0 Head Girls Varsity Basketball Coach	Lincoln High
EX-072610-049	1.0 Head Girls Track Coach	Lincoln High
EX-072610-050	1.0 Assistant Boys Track Coach	Lincoln High
EX-072610-051	1.0 Assistant Girls Track Coach	Robert C. Byrd High
EX-072610-052	1.0 Play Sponsor	Robert C. Byrd High
EX-072610-053	1.0 Academic Leader	Bridgeport Middle
EX-072610-054	1.0 Cross Country Coach	Lumberport Middle
EX-072610-055	1.0 Head Boys Basketball Coach	Lumberport Middle
EX-072610-056	1.0 Sixth Grade Team Leader	Lumberport Middle
EX-072610-057	1.0 Head Boys Soccer Coach	Lumberport Middle
EX-072610-058	1.0 Lunch duty, 30 minutes (7 <sup>th</sup> grade)	Lumberport Middle
EX-072610-059	1.0 Lunch duty, 30 minutes	Mountaineer Middle
EX-072610-060	1.0 Assistant Football Coach	South Harrison Middle
EX-072610-061	1.0 Lunch duty, 30 minutes	Washington Irving Middle
EX-072610-062	1.0 Sixth Grade Team Leader	Washington Irving Middle
EX-072610-063	1.0 Academic Leader	Adamston Elementary
EX-072610-064	1.0 Lunch duty, 30 minutes	Johnson Elementary
EX-072610-065	1.0 Choir Director	North View Elementary
EX-072610-066	1.0 Lunch duty, 30 minutes	Norwood Elementary
EX-072610-067	1.0 Building Level Network Administrator	Nutter Fort Intermediate
EX-072610-068	1.0 Building Level Network Administrator	Nutter Fort Primary

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<b><u>POSTING NUMBER:</u></b>	<b><u>EXTRA CURRICULAR:</u></b>	<b><u>LOCATION:</u></b>
EX-072610-069	1.0 Second Grade Team Leader	Nutter Fort Primary
EX-072610-070	3.0 Lunch duty, 30 minutes each	Salem Elementary
EX-072610-071	1.0 Choir Director	Salem Elementary
EX-072610-072	1.0 Choir Director	Wilsonburg Elementary
EX-072610-073	1.0 Wellness Facilitator	Pressley Ridge

It is the declared policy of the Harrison County Board of Education to extend equal employment opportunities to all qualified persons in all occupations and at all levels of occupation without regard to sex, race, handicap, religion, color, national origin and ancestry. Any inquires concerning the application of the Title IX and its implementing regulations may be referred to the Title IX Coordinator, Vicki Shahady, RR 3 Box 43B, Clarksburg WV 26302 or phone 326-7697.

**TITLE:** Title I Federal Programs Curriculum Specialist

**MINIMUM QUALIFICATIONS:** Masters Degree in Reading or Remedial Reading Authorization, Elementary Certification, Minimum of five years of successful teaching experience, knowledge of Title I laws, regulations and procedures, extensive knowledge of the components of Guided Reading and Reading Recovery, specialized knowledge to assist teachers with assessment and diagnosis of student reading needs, ability to model reading strategies and support teachers with the implementation of state reading standards, knowledge of researched-based reading strategies, experience teaching at-risk students, excellent composition skills, advanced computer and technology skills.

**IMMEDIATE SUPERVISOR:** Title I Supervisor Supervisor of Federal Programs/Director of Title I

**SELECTION:** The position is filled by the Board of Education upon the recommendation of the Superintendent of Schools.

**SALARY AND EMPLOYMENT:** Salary – based on teacher's salary schedule and approved supplement. Employment term – 240 days

**FUNCTIONS AND DUTIES:**

1. Work cooperatively with Title I administrative personnel in preparing the Title I project application, grants, reports and other pertinent elements of the program.
2. Plan, schedule and conduct staff development training sessions for Title I personnel.
3. Implement a staff development program that reflects the coach/model approach to working with teachers.
4. Model new and innovative strategies for Title I and regular education teachers.
5. Demonstrate professionalism, cooperation and flexibility in working with school instructional staff.
6. Develop a systematic approach for the seamless integration of literacy skill, math skills and writing skills into the classroom.
7. Provide demonstration teaching in elementary classrooms in Title I schools.
8. Utilize needs assessment data to develop a staff development model for each Title I school.
9. Integrate technology into the classroom where/when appropriate for literacy instruction.

## Federal Programs Curriculum Specialist

### FUNCTIONS AND DUTIES: (continued)

10. Attend appropriate local, state and national meetings and conferences.
11. Assist with all curricular aspects of the Title I program.
12. Assist in introducing various student assessment methods.
13. Assist schools with the selection of appropriately leveled texts and materials for reading instruction.
14. Assist in conferencing, observing and establishing appropriate standards for literacy, math and writing instruction.
15. Model best practices and researched based instructional strategies/techniques.
16. Develop a schedule that maximizes time spent modeling for classroom and Title I teachers.
17. Develop a plan for classroom demonstrations that allows incidental instructional minutes with students.
18. Through modeling, assist classroom teachers in aspects of classroom management necessary to Guided Reading instruction.
19. Perform other tasks and assume other duties assigned by the Title I supervisor.