

Monroe County Schools

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www.boe.monroe.k12.wv.us

Office of the Superintendent

P. O. Box 330

Union, WV 24983

304-772-3094 Fax: 304-772-5020

July 3, 2018 Posting # MCS00429

Position Title: Kindergarten Aide/ECCAT/Bus Aide – Peterstown Elementary School

Job Description: Assist teacher in instructional activities as directed; share in responsibility of protecting students, equipment, materials, and facilities; make home visits as needed for the program; perform limited, rotating supervisory duties not related to instruction; provide necessary assistance during transportation to and from school and for special school events, positive work habits; perform duties efficiently and productively. In addition, must be physically capable of lifting and supervising children as well. Must be willing to attend training concerning health care matters, basic/specialized health care procedures, must maintain confidentiality of students' protected educational and health related information.



Qualifications: Must be a high school graduate or GED equivalent; must meet qualifications for aide, pass state aide test; pass criminal background check. Must have or be willing to get First Aid/CPR certification. Preference will be given to applicants holding an Early Childhood Classroom Assistant Teacher certification. If no applicant holds an ECCAT certification, applicants must be willing to pursue authorization. (There are three options to pursue the ECCAT.

1. The CDA (Child Development Associate)
2. ACDS process (Apprenticeship for Child Development Specialists).
3. E-Learning process (Early Childhood WVDE Approved Coursework).

If successful applicant is not ECCAT certified, enrollment in one of the above certificate options must be prior to start date of employment.

Salary: Per County Schedule

Deadline for Receipt of Application: July 11, 2018 @ 3 p.m.

To Apply: Current employees use Service Personnel Application for Transfer. Non employees use Service Personnel Application for employment. Send application to Monroe County Board of Education or email to lkowalsk@k12.wv.us.

Monroe County Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Lisa Mustain, Title IX Coordinator/Section 504 Coordinator, at the Monroe County Board of Education Office, Post Office Box 330, Union, West Virginia, 24983, 304-772-3094, extension 314. In addition, information regarding services, activities and facilities that are accessible to and usable by handicapped persons can be obtained at the same above address.