



jsbasile@k12.wv.us

www.boe.monroe.k12.wv.us

Posting # MCP01082

August 8, 2019

NOTICE OF VACANCY EXTRA DUTY POSITION

Professional



Position Title:

County Battle of the Books Contest Coordinator

Job Description:

Ensure all rules and guidelines for the contest are followed. Collaborate with school level coordinators to ensure all deadlines are met for the contest. Collaborate with Director of Curriculum and Instruction. Share with schools the required deadline dates and other pertinent information regarding the county contest. Work with participating schools on what each one will need to do to qualify at the county level and what must be submitted in a timely manner. Acquire judges for the county competition. Promulgate and disseminate information related to the Battle of the Books Contest to the media, teachers, principals, and parents on the results of the county contest. Order awards for county winners for recognition during a board of education meeting. Invite county winners to attend the same board of education meeting for recognition.

Qualifications:

Experience with conducting or organizing school level Battle of the Books Contest preferred. Has met satisfactory evaluations in previous evaluations and can present evidence of such. Written and verbal communication skills. Can present evidence of the ability to process paperwork in a timely manner and organize events.

Effective Date:

Upon Hire for 2019-2020 School Year

Salary:

\$500.00

Deadline for Application

August 15, 2019, @ 3:00 p.m., or until filled

To Apply:

Apply in writing for extra duty positions. Please send 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 disability 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 Johnathan McPherson, 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 disabled persons can be obtained at the same above address.