

Monroe County Board of Education

P.O. Box 330, Union, WV 24983

Phone: 304-772-3094

Superintendent: Joetta Basile

jsbasile@k12.wv.us

NOTICE OF VACANCY

PROFESSIONAL

Posting # MCP01084 August 8, 2019

Position Title: Monroe County Spelling Bee Coordinator - This is a temporary, part-time, contracted position.

Job Description:

- Register each school with Scripps National Spelling Bee and process all paperwork in accordance with the organization's requirements.
- Update rules as necessary.
- Order prizes and awards.
- Acquire judges and pronouncers and provide completion information.
- Select and assist in preparing site for completion.
- Share with schools the selected date, location, and other pertinent information regarding the county bee.
- 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.
- Promulgate and disseminate information related to the Spelling Bee to the media, teachers, principals, and parents on the results of the county spelling bee.
- With all due diligence, work with the county winners to see that they are able to attend the state spelling bee in Charleston, WV.

Experience & Qualifications

Experience with conducting or organizing spelling bees at a Monroe County school or county level

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.

Payment as per contract: \$800.00

Effective Date: 2019-2020 school year

Deadline for Receipt of Application: August 15, 2019 - 3:00 p.m., or until filled

To Apply: Current employees apply in writing for Extra Curricular Positions 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, IX and Section 504.

For more information regarding civil rights or grievance procedures, contact Johnathan McPherson 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.