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[www.boe.monroe.k12.wv.us](http://www.boe.monroe.k12.wv.us)

Posting # MCP01079

August 8, 2019

## NOTICE OF VACANCY EXTRA DUTY POSITION

### Professional



Position Title:  
Job Description:

County Young Writers Contest Coordinator  
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 to read the county level entries. Submit county entries and participant information via the CWVWP/Marshall University Blackboard Learning System. Promulgate and disseminate information related to the Young Writers Contest to the media, teachers, principals, and parents on the results of the county contest. With all due diligence, work with the county winners to see that they are able to attend the state Young Writers Day in Charleston, WV. 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 Young Writers 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/Salary:  
Deadline for Application  
To Apply:

Upon Hire for 2019-2020 School Year/\$500.00  
August 15, 2019 @ 3:00 p.m., or until filled  
Apply in writing for extra duty positions. Please send to Monroe County Board of Education or email to [lkowalsk@k12.wv.us](mailto: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.