

**Monroe County Board of Education**

**P.O. Box 330, Union, WV 24983**

**Phone: 304-772-3094**

**Joetta S. Basile, Superintendent**

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**NOTICE OF VACANCY**

**PROFESSIONAL**

**Posting #** MCP01081      August 8, 2019

**Position Title:** Monroe County School-Level Spelling Bee Coordinator - This is a temporary, part-time, contracted position – One each for Mountain View School, Peterstown Elementary School and Peterstown Middle School

**Job Description:**

- Work with classroom teachers in your school to establish a grade-by-grade spelling bee prior to the county bee and in sufficient time for the top three candidates in each grade to be identified.
- Facilitate the establishment of and conduction of each grade level spelling bee, at your respective school.
- Submit the three winners on each grade level of the school spelling bee to the county spelling bee coordinator in a timely manner.
- Accompany the school level spelling bee winners to the county spelling bee
- Assist your school spelling bee students with needed spelling lists or other means to help them be successful at the county spelling bee.

**Qualifications**

Must be a West Virginia licensed teacher. Priority will be given to those who currently teach at the respective school. Preference will also be given to those who have had past experience in this capacity.

**Payment as per contract:**            \$100.00  
**Effective Date:**                        2019-2020 school year  
**Deadline for Receipt**                August 15, 2019, 3 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 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.