



CLAY COUNTY SCHOOLS

P. O. Box 120 ● 242 Church Street ● Clay, West Virginia 25043
Telephone (304) 587-4266 ● Fax (304) 587-4181
● www.claycountyschools.org

Larry Gillespie, Superintendent
Kenneth Tanner, Assistant Superintendent

BOARD OF EDUCATION
Dr. R.B. Legg, Jr., President
O. Gene King, Vice President
Beth Cercone, Member
James Dawson, Member
Rick Tanner, Member

Professional Job Posting Page 1 of 2

Position: Assistant Superintendent of Schools

Job Description:

- Facilities and Maintenance Coordinator - Coordinates and implements program of maintenance for grounds, facilities, and equipment; completes updates to the Comprehensive Education Facilities Plan, completes Board of Risk Insurance response plans and reports, and completes School Building Authority Proposals.
- Coordinate, implement, and oversee the attendance program, including truancy prevention, dropout reentry program, and home school registration and record keeping.
- Chief Instruction Leader - Communicate Instructional Policies to staff; Communicate accreditation standards to school leaders and oversee implementation of accreditation standards in the schools.
- Coordinate, implement, and oversee the process of maintaining and updating inventory of equipment.
- Develop and implement policies and policy manual updates as directed by the Board of Education and the Superintendent.
- Pre-K Coordinator - Prepare annual Pre-K Plan, coordinate, implement, and oversee Pre-K Program.

- Develop and Implement the Annual Step VII Plan.
- Textbook Coordinator - Coordinate, implement, and oversee the process of textbook review, selection, and distribution.
- Assist in the coordination and implementation of the 21st Century Learning Technology Program, including School and County Technology Plans, Tools for Schools Technology Programs, and a variety of software programs appropriate for use by students and staff.
- Assist in the coordination and implementation of the WVEIS Data Management System for the school system; assure appropriate submission and maintenance of school data; communicate appropriate data to school leaders for use in decision making.
 - Assist in recruitment and assignment of school personnel, and assist in evaluation of school leaders.
- Coordinate and implement the Young Writer's Contest annually
- Other duties assigned by the Superintendent

Qualifications: Masters in Education Administration

- Performance Responsibilities:**
- Attend Board Meetings and prepare sch reports for the Board as the Superintendent may request
 - Assist in determination of types of programs needed by the schools and make appropriate recommendations
 - Report on the status of district programs and services at the request of the Superintendent
 - Prepare drafts of needed board policies and administrative rules for the Superintendent's review and action
 - Play a significant leadership role in curriculum planning and Professional Development education for the staff
 - Interpret the programs, philosophy, and policies of the district to staff, students, and the community at large
- Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools
 - Communicate to the Superintendent the requirements and needs of the district as perceived by staff members
 - Recommend and assist in the recruitment of personnel
 - Prepare state reports and claims as required
 - Perform such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time
 - Maintain and upgrade skills
 - Assist in establishing a district-wide school improvement process
 - Serve as Treasurer for Board in accordance with County Policy BBABE
 - Meet or exceed performance standards described in the county's policy for evaluation of Administrative Personnel

Terms of Employment: 240 Days

Compensation: Established by the Clay County Board of Education

Date of Posting: May 28, 2010 - June 4, 2010

Apply in writing to Dr. R.B. Legg, Jr., President of the Clay County Board of Education at Post Office Box 120, Clay, WV Bids must arrive in the Central Office by 3:00 p.m. on Friday, June 4, 2010. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information or would like to schedule a time and date for an interview, please call 587-4266.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.



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Professional Job Posting

Position: Director of Student Services

Qualifications: Masters Degree and Successful Administrative and/or Teaching Experience

Responsibilities: Administer of Transportation and Food Services Programs and assist in coordination and implementation of the program of Maintenance for ground, facilities and equipment.

*See job description for Director of Student Services for specific duties

Compensation: State Basic Salary plus county increment for Administration as established by the Clay County board of Education

Term of Employment: 240 days

Date of Posting: May 28, 2010 - June 4, 2010

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JOB POSTING

POSITION: Assistant Football
Coach at Clay County Middle School

JOB DESCRIPTION: Assist in coaching football and fulfill responsibilities of Assistant Coach as described in the Clay County Job Description Manual and other duties as assigned by the Head Football Coach or Athletic Director

QUALIFICATIONS: Appropriate Certification: Teaching certificate required. In the event no certified teachers apply, SSAC Training will be accepted. Experience in coaching football on the middle school level preferred.

TERMS OF EMPLOYMENT: Extra Duty Contract - 2010-2011 School Year

COMPENSATION: Extra duty contract (Assistant) compensation as established by the Clay County Board of Education Coaching Salary Schedule

DATES OF POSTING: May 28, 2010 - June 4, 2010

Apply in writing to Larry Gillespie, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia. Bids must arrive in the Central Office by 3:00 p.m. on Friday, June 4, 2010. If mailing or faxing bid, contact the Central Office to confirm receipt of bid at 587-4266 by 3:00 p.m.

For additional information contact Mr. Geoff Hamrick, Athletic Director at Clay Middle or Mr. Joe Paxton, Principal at Clay County Middle School to schedule a date and time for an interview at 587-2343.

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JOB POSTING

- POSITION: Assistant Volleyball Coach at Clay County Middle School. Must have a minimum of 15 players for position to be filled
- JOB DESCRIPTION: Assist in coaching volleyball and fulfill responsibilities of assistant coach as described in the Clay County Job Description Manual and other duties assigned by the head coach or athletic director
- QUALIFICATIONS: Appropriate certification: Teaching certification or SSAC training
- TERMS OF EMPLOYMENT: Extra Duty Contract (2010-2011) School Year
- COMPENSATION: Compensation as established by the Clay County Board of Education coaching salary schedule
- DATE OF POSTING: May 28, 2010 - June 4, 2010

Apply in writing to Larry Gillespie, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in Central Office by 3:00 p.m. on Friday, June 4, 2010. If mailing or faxing bid, please contact the central office to confirm receipt of bid.

For additional information contact Mr. Geoff Hamrick, Athletic Director at Clay Middle or Mr. Joe Paxton, Principal at Clay County Middle School to schedule a date and time for an interview at 587-2343.

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JOB POSTING

POSITION: Head Wrestling Coach at Clay Middle School

JOB DESCRIPTION: Coach wrestling and fulfill responsibilities of Head Wrestling Coach as described in Clay County Job description Manual and other duties as assigned by the principal or athletic director. Attendance at annual WVSSAC wrestling rules clinic is required.

QUALIFICATIONS: Appropriate certification: Teaching certification required. In the event no certified teachers apply WVSSAC training will be accepted. Experience in coaching wrestling at the middle school level preferred.

TERMS OF EMPLOYMENT: Extra Duty Contract (2010-2011) school year

COMPENSATION: Compensation as established by the Clay County Board of Education coaching salary schedule

May 28, 2010 - June 4, 2010

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For additional information please contact Mr. Joe Paxton, Principal at Clay County Middle School or Mr. Geoff Hamrick, Athletic Director at 587-2343 to schedule a date and time for an interview.

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JOB POSTING

POSITION:	Assistant Wrestling Coach at Clay County Middle School. Must have a minimum of 15 players for position to be filled
JOB DESCRIPTION:	Assist in coaching wrestling and fulfill responsibilities of assistant coach as described in the Clay County Job Description Manual and other duties assigned by the head coach or athletic director
QUALIFICATIONS:	Appropriate certification: Teaching certification or SSAC training
TERMS OF EMPLOYMENT:	Extra Duty Contract (2010-2011) School Year
COMPENSATION:	Compensation as established by the Clay County Board of Education coaching salary schedule
DATE OF POSTING:	May 28, 2010 - June 4, 2010

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JOB POSTING

- POSITION:** Head Basketball Coach at Clay Middle School
- JOB DESCRIPTION:** Coach Basketball and fulfill responsibilities of Head Basketball Coach as described in Clay County Schools Job description Manual and other duties as assigned by the principal or athletic director. Attendance at annual WVSSAC wrestling rules clinic is required.
- QUALIFICATIONS:** Appropriate certification: Teaching certification required. In the event no certified teachers apply WVSSAC training will be accepted. Experience in coaching basketball at the middle school level preferred.
- TERMS OF EMPLOYMENT:** Extra Duty Contract (2010-2011) school year
- COMPENSATION:** Compensation as established by the Clay County Board of Education coaching salary schedule
- DATE OF POSTING:** May 28, 2010 - June 4, 2010 Apply in writing to Larry Gillespie, Superintendent of Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Friday, June 4, 2010. If mailing or faxing bid, please contact the office to confirm receipt of bid.

For additional information please contact Mr. Joe Paxton, Principal at Clay County Middle School or Mr. Geoff Hamrick, Athletic Director at 587-2343 to schedule a date and time for an interview.

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JOB POSTING

POSITION: **Assistant Basketball Coach at Clay County Middle School. Must have a minimum of 15 players for position to be filled**

JOB DESCRIPTION: **Assist in coaching wrestling and fulfill responsibilities of assistant coach as described in the Clay County Schools Job Description Manual and other duties assigned by the head coach or athletic director. Attendance at annual WVSSAC Basketball Rules Clinic is recommended.**

QUALIFICATIONS: **Appropriate certification: Teaching certification required. In the event no certified teachers apply, SSAC training will be accepted. Experience in coaching basketball on the middle school level preferred.**

TERMS OF EMPLOYMENT: **Extra Duty Contract (2010-2011) School Year**

COMPENSATION: **Compensation as established by the Clay County Board of Education coaching salary schedule**

DATE OF POSTING: **May 28, 2010 - June 4, 2010**

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For additional information contact Mr. Geoff Hamrick, Athletic Director at Clay Middle or Mr. Joe Paxton, Principal at Clay County Middle School to schedule a date and time for an interview at 587-2343.

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JOB POSTING

- POSITION:** Assistant Cheerleading Coach at Clay County Middle School. Must have a minimum of 15 cheerleaders for position to be filled
- JOB DESCRIPTION:** Assist in coaching cheerleading and fulfill responsibilities of assistant coach as described in the Clay County Schools Job Description Manual and other duties assigned by the head coach or athletic director. Attendance at annual WVSSAC Cheerleading Rules Clinic is recommended.
- QUALIFICATIONS:** Appropriate certification: Teaching certification required. In the event no certified teachers apply, WVSSAC training will be accepted. Experience in coaching cheerleading on the middle school level preferred.
- TERMS OF EMPLOYMENT:** Extra Duty Contract (2010-2011) School Year
- COMPENSATION:** Compensation as established by the Clay County Board of Education coaching salary schedule
- DATE OF POSTING:** May 28, 2010 - June 4, 2010

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For additional information contact Mr. Geoff Hamrick, Athletic Director at Clay Middle or Mr. Joe Paxton, Principal at Clay County Middle School to schedule a date and time for an interview at 587-2343.

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Job Posting

- POSITION:** Athletic Trainer at Clay County High School
- JOB DESCRIPTION:** Serve as Athletic Trainer for the high school football team and fulfill responsibilities of athletic trainer as described in the Clay County Schools Job Description Manual and other duties as assigned by the head football coach or athletic director.
- QUALIFICATIONS:** Athletic Trainer Certification required.
- TERMS OF EMPLOYMENT:** Extra duty contract (2010-2011 school year)
- COMPENSATION:** Compensation as established by the Clay County Board of Education
- DATE OF POSTING:** May 28, 2010 - June 4, 2010

Apply in writing to Larry Gillespie, Superintendent of Schools, Post Office **Box 120, Clay, West Virginia 25043. Bids must arrive in Central Office by 3:00 p.m. on Friday, June 4, 2010. If mailing or faxing bid, please contact the central office to confirm receipt of bid.**

For additional information contact Mr. Ron Sirk, Athletic Director at Clay County High School or Mr. Mike Mullins, Principal at Clay County High School to schedule a date and time for an interview at 587-4226.

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JOB POSTING

- POSITION:** Assistant Basketball Coach at Clay County High School. Must have a minimum of 15 players for position to be filled
- JOB DESCRIPTION:** Assist in coaching basketball and fulfill responsibilities of assistant coach as described in the Clay County Schools Job Description Manual and other duties assigned by the head coach or athletic director. Attendance at annual WVSSAC Basketball Rules Clinic is recommended.
- QUALIFICATIONS:** Appropriate certification: Teaching certification required. In the event no certified teachers apply, WVSSAC training will be accepted. Experience in coaching basketball on the high school level preferred.
- TERMS OF EMPLOYMENT:** Extra Duty Contract (2010-2011) School Year
- COMPENSATION:** Compensation as established by the Clay County Board of Education coaching salary schedule

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on Friday, June 4, 2010. If mailing or faxing bid, please contact the central office to confirm receipt of bid.

For additional information contact Mr. Ron Sirk, Athletic Director at Clay County High School or Mr. Mike Mullins, Principal at Clay County High School to schedule a date and time for an interview at 587-4226.

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Professional Job Posting

- Position: Mathematics Teacher at Clay County High School
- Job Description: Teach mathematics grades 9-12 and those duties assigned by the building principal
- Terms of Employment: Effective for the 2010-2011 school year
- Qualifications: Mathematics certification 9-12 required. However, in the event that a fully certified Mathematics teacher is available, candidates who are eligible for a permit will be considered. Anyone employed with a permit must agree to commit to taking a minimum of six hours toward a mathematics endorsement and remain in the position for the 2010-2011 school year
- Compensation: State basic plus increments for experience and education
- Date of Posting: May 28, 2010 - June 4, 2010

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For additional information contact or Mr. Mike Mullins, Principal at Clay County High School to schedule a date and time for an interview at 587-4226.

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PROFESSIONAL JOB POSTING

- POSITION:** 1st grade Teacher at Clay Elementary School.
- JOB DESCRIPTION:** Perform duties of elementary teacher in accordance with County Schools' job description for teacher including implementing the 3-Tiered Reading Model and perform those duties assigned by the building principal.
- TERMS OF EMPLOYMENT:** Effective 2010-2011 school year.
- QUALIFICATIONS:** Certification in Elementary Education required.
- COMPENSATION:** State basic plus increments for experience and education
- DATE OF POSTING:** May 27, 2010 – June 3, 2010

Contact Mr. Danny Brown, Principal, Clay Elementary School for additional information at 304 587-4276.

Apply in writing to Larry Gillespie, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Thursday, June 3, 2010. If mailing or faxing bid, contact the Central Office to confirm receipt of bid.

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PROFESSIONAL JOB POSTING

POSITION: 3rd Grade/Title I teacher at H. E. White Elementary School

JOB DESCRIPTION: Perform duties of elementary teacher in accordance with Clay County Schools' job description for teacher including implementing the K-3 Reading Model. Deliver Title I reading and math instruction and those duties assigned by the building principal

TERMS OF EMPLOYMENT: Effective 2010-2011 school year

QUALIFICATIONS: Certification in Elementary Education and reading certification required. However, in the event that no fully certified reading teacher is available, candidates who are elementary certified and eligible for a permit will be considered. Anyone employed with a permit must agree to commit to taking a minimum of six hours toward a reading endorsement and remain in the position for the 2010-2011 school year

COMPENSATION: State basic plus increments for experience and education

DATE OF POSTING: May 27, 2010 – June 3, 2010

Contact Mrs. April Kearns, Principal, H. E. White Elementary School for additional information at 304 548-7101.

Apply in writing to Larry Gillespie, Superintendent of Clay County Schools, Post Office Box 20, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Thursday, June 3, 2010. If mailing or faxing bid, contact the Central Office to confirm receipt of bid.

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