Posting Date: MAY 26, 2010

Posting Deadline: JUNE 9, 2010 by 3:30 P.M.

Mason County Board of Education will adhere to County Policy 807 "Applicants can withdraw their applications only during the posting period"

Treasurer/Chief School Business Official Central Office
Director of Transportation & Safety Central Office
Director of Special Education Central Office

The board reserves the right to extend any posting deadline. A job posting bid sheet must be submitted with application. Job posting bid sheets are available on our web site at http://boe.maso.k12.wv.us. It is the responsibility of the applicant to communicate all relevant information concerning qualifications. Applications must be updated annually.

Applicants, please submit applications to the Personnel Office, Mason County Schools, 1200 Main Street, Point Pleasant, WV 25550. Administrators, post position vacancy announcement and job descriptions in a convenient location in order that all school employees have an equal opportunity to apply for the vacancies. Your cooperation is appreciated.

A box is placed in the Mason County Board of Education personnel office from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 3:30 p.m. to accept your job posting bid sheets. Faxed bid sheets will be received at 675-2163.

DISCRIMINATION PROHIBITED: As required by federal law and regulations, the Mason County Board of Education does not discriminate on the basis of race, color, national origin, sex, age, disability or retaliation in employment or in its educational programs and activities. Mason County Schools will adhere to policy 18A-4-7A
Mason County Schools
Job Description

Job Title: TREASURER/CHIEF SCHOOL BUSINESS OFFICIAL

Reports To: Superintendent
Evaluated By: Superintendent

JOB GOAL: To administer the financial affairs for the school system; to provide budget and financial reporting; to serve as custodian for all funds, including current expense, bond construction, debt service and permanent improvement; to invest all available funds for either short or long term periods in interest bearing accounts and to determine the amounts of such investments at the best return available; to be responsible for payrolls and related functions; to audit the accounts of individual schools; to follow up on findings of improper handling of school funds’ to serve as treasurer of the school system.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Ability to provide purpose and direction for the school/county.
2. Ability to demonstrate cognitive skills to gather, analyze, and synthesize information to reach goals.
3. Ability to manage consensus and group behaviors.
4. Ability to enhance quality to total school/county organization.
5. Ability to organize and delegate to accomplish goals.
6. Ability to communicate effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Develops and manages the division budget and oversees the budget development process for the school system.
2. Improve continually the financial reporting and budgeting formats in order to make them more understandable to the public.
3. Oversees and directs the operation of finance in the system within the realms of accounting, budget, and treasury.
4. Develops and implements school system conversion to a planning, programming, budgeting system from a traditional subject-item budget.
5. Monitors all budget categories and provides fiscal information as required.
6. Controls the treasury function – investments, etc. – as allowed by law and Board policy.
7. Monitors the allocation of fiscal resources to system programs.
8. Acts as administrative fiscal officer for the school system.
9. Receives requests to adjust budget accounts and recommends to the Superintendent for budget transfers.
10. Receives and reviews all supplemental budget projects and recommends to the Superintendent approval for budget supplements.
11. Provides for maximum investment of funds.
12. Reviews all audits performed on individual school accounts; works with specific principals to correct findings; recommends follow-up action to the Superintendent.
13. Works closely with all departments to develop all revenue sources fully to maximize potentials of budget revenues.
14. Receives annual budget requests from the budget committee and compiles them for recommendation to the Superintendent.
15. Provides for a uniform accounting system for individual schools.
16. Prepares monthly and annual financial statements. Prepares all required financial and budgeting reports required by the State Board of Education.
17. Responsible for preparing and making corrections for all quarterly and annual state taxes and mail in a timely manner.
18. Responsible for preparing and making corrections for quarterly and annual federal taxes and mail in a timely manner.
19. Responsible for preparing and correcting the PEIA insurance billing by comparing the invoice with the WVEIS system. Once corrections are determined, they are to be given to the appropriate person to make this change on the billing and in the WVEIS system. PEIA payment must be done in a timely manner.
20. Responsible for maintaining, processing, and submitting the W-2 forms in a timely manner.
21. Maintains those ethical business processes required for the efficient financial operation of the school system.
22. Participates in administrative decision making as a member of the Superintendent’s Management Team.
23. Follows the established personnel evaluation for staff members.
24. Utilizes self appraisal for the improvement of administrative skills.
25. Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
26. Serves on various standing and ad hoc committees.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:

1. Bachelor’s Degree in accounting or related field.
2. School Business Official License.
3. MBA or CPA preferred

CLASSIFICATION: Professional – Administration

PHYSICAL DEMANDS: Those typical of an office environment.

WORK ENVIRONMENT: Office environment.

TERMS OF EMPLOYMENT: 261 Days with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

_________________________  __________________________
signature                date

__________________________________________________________

printed name

(April 1, 2010)

The Mason County Board of Education will adhere to County Policy 807 “Applicants can withdraw their applications only during the posting period.”
POSITION ANNOUNCEMENT

POSITION: Director of Transportation & Safety

LOCATION: Transportation Department

EMPLOYMENT TERM: 261 days

SALARY: Salary based upon Mason County Board of Education Central Office Administrative Index

MINIMUM QUALIFICATIONS: Masters Degree with Administrative Certification

WEIGHTED AREAS: Skill in effective oral and written communication

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teachers Retirement and Sick Leave

JOB DESCRIPTION:

1. Guide, administer and manage all aspects of student transportation
2. Adjust bus routes following the opening of school according to the size of the bus and the size of the load
3. Responsible for the day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required
4. Work closely with and is in attendance during annual official inspections of buses
5. Arrange for and conduct periodic driver safety meetings for all bus drivers
6. Responsible for the preparation of accident reports and reporting same to the superintendent or his/her designee and appropriate state and local officials
7. Prepare specifications for the purchase of buses
8. Investigate parent complaints
9. Schedule academic and athletic field trips
10. Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department, i.e. route descriptions, pick up/drop off points, pupils – school attended, grade, bus and number and so forth
11. Complete applicable state reports and forms
12. Provide a healthy, safe and attractive physical plant for the students learning experiences
13. Serve as the district’s emergency control officer, developing procedures and protocols to deal with emergencies and maintaining an emergency management plan
14. Act as a liaison with public safety authorities and school resource officers
15. Perform other duties as assigned by the superintendent

The Mason County Board of Education will adhere to County Policy 807 “Applicants can withdraw their applications only during the posting period.”

Revised: May 21, 2010
POSITION ANNOUNCEMENT

POSITION: Director of Special Education

LOCATION: Central Office

EMPLOYMENT TERM: 261 Days

SALARY: Salary based upon Mason County Board of Education Central Office Administrative Index

REPORTS TO: Superintendent of Schools

MINIMUM QUALIFICATIONS: Masters Degree with administrative experience
Practical experience in curriculum planning, implementing, developing and evaluating programs for special need students.
Must demonstrate comprehensive effective leadership skills in the education of special need students.
Central Office or local school administrative experience in managing special program services preferred
Satisfactory past performance evaluations
Teaching experience in Special Education
Multiple certifications in fields of Special Education exceptionality.

WEIGHTED AREAS: The following areas will be given special significance in filling the position. Therefore, these areas will be together weighted 40% within the interview and selection process:
Evidence of skills in developing, implementing and supervising education programs
Skilled in grant writing and reporting
Evidence of special curriculum program development, student program and scheduling skills
Leadership in working and establishing public relations
Up-to-date knowledge of federal program development

APPLICATION DEADLINE:

BENEFITS: Health, Life, Dental and Optical Insurance, WV Teacher Retirement and Sick Leave

JOB DESCRIPTION: See Attached

The Mason County Board of Education will adhere to County Policy 807 “Applicants can withdraw their applications only during the posting period.”
Mason County Schools
Job Description

Job Title: DIRECTOR OF SPECIAL EDUCATION

Reports To: Superintendent

Evaluated By: Superintendent

JOB GOAL: To use leadership, supervisory, guidance and administrative skills to assure the district establishes, monitors and maintains special education programs and related services needed to provide a free appropriate public education for eligible exceptional students as stated in IDEA and WV Policy 2419.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Evidence of skills in developing, implementing and supervising education programs.
2. Skilled in grant writing and reporting.
3. Evidence of special curriculum program development, student program and scheduling skills.
4. Leadership in working and establishing public relations.
5. Up-to-date knowledge of federal program development.
6. Ability to organize and delegate to accomplish goals.
7. Ability to communicate effectively.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Provide administrative and programmatic leadership to assure the district fulfills the federal and state mandates associated with IDEA and section 504 of the Rehabilitation Act.
2. Assures the district has a written policy and procedures to implement Policy 2419 and to provide a free public education for eligible exceptional students and monitors compliance with these policies.
3. Oversees child-find activities to assure students with special needs are identified.
4. Oversees the evaluation of students suspected of having disabilities or of being gifted, assuring compliance with IDEA and Policy 2419.
5. Oversees activities associated with the development of Individual Student IEP’s.
6. Assures schools are appropriately staffed with professional and service personnel to meet the needs of students with special needs.
7. Oversees a system that collects, maintains, and discloses personally identifiable student data in accordance with state and federal confidentiality requirements.
8. Conducts ongoing program evaluation to evaluate and improve the effectiveness of services provided to eligible exceptional students.
9. Monitors compliance with the regulations of agencies, organizations or individuals who provide contractual special education and/or related services.
10. Provides training and on-going guidance to school and district administrators regarding their responsibilities for serving students with special needs.
11. Secures training and provides on-going guidance to school personnel who work directly with students with special needs including service personnel, regular educators and special educators.
12. Secures the necessary local, state, and federal approvals for programs and services through the annual application for special education funds.
13. Responds to complaints within stipulated timelines made through the citizen’s appeal process, WV Department of Education, Office of Special Education, and U.S. Office of Civil Rights and oversee corrective actions as appropriate.
14. Develops, recommends, administers and evaluates the operating budgets for the Special Education Program, inclusive of all funding agents and sources.
15. Assures that required local, state and federal data requirements for all special education programs are met punctually and are accurately prepared.
16. Works cooperatively with department administrators to assure the effective delivery of services to students.
17. Works cooperatively with building principals, assisting them with identifying needs, evaluating appropriate strategies for IEP implementation and procuring funding to assure IEP implementation.
18. Evaluates personnel and personnel needs in all phases of district-wide federal programs.
19. Oversees the preparation of applications and evaluation reports for all special education programs.
20. Assures confidentiality measures are in place for the storage, dissemination and development of individual student records.
21. Conducts and/or arranges for in-service workshops and demonstrations pertinent to methods and materials appropriate to implementing a tiered model of instruction and intervention appropriate to various levels of remedial and special needs instruction.
22. Participates in local, state and national organizations and attends conferences to keep abreast of recent trends and developments in the field of students with exceptionalities.
23. Supervises and trains personnel in appropriate instructional methods for various levels of remedial reading, math and special needs instruction.
24. Prepares and submits federal and state project applications.
25. Performs such other duties as may be assigned by the superintendent.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED:

1. Masters Degree with administrative experience.
2. Multiple certifications in fields of Special Education exceptionality.

CLASSIFICATION: Professional – Administration

PHYSICAL DEMANDS: Those typical of an office environment.

WORK ENVIRONMENT: Office environment.

TERMS OF EMPLOYMENT: 261 Days with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

I have read and understand the responsibilities and qualifications of this job description.

__________________________          _______________________
signature                        date

__________________________
printed name

(April 1, 2010)

The Mason County Board of Education will adhere to County Policy 807 “Applicants can withdraw their applications only during the posting period.”