

Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Posting Reference # 19-796

ATTENTION: CLASSIFIED SERVICE PERSONNEL NOTICE OF 2 VACANCIES

- POSITION:** Special Education Instructional Aide III and Autism Mentor, 2 positions
- POSTING DATE:** April 17, 2024
- DEADLINE FOR APPLICATION:** April 23, 2024 at 3:00 p.m.
- LOCATION:** Sistersville Elementary School
- SHIFT:** Day shift, Monday – Friday when school is in session per Tyler County schools Calendar
- QUALIFICATIONS:**
1. Applicant must hold a classification title of Aide
 2. Regularly employed aides shall be given first consideration for filling this vacancy.
 3. Other employees (regular and substitute service personnel) must be considered and shall qualify by holding the classification title of Aide. (See the attached Order of Consideration of applicants.)
 4. New applicants, or applicants not currently classified as Aide or substitute Aide must pass the competency tests for Aide before employment and / or transfer.
- RESPONSIBILITIES:** See the attached job description
- TERMS OF EMPLOYMENT:** The successful candidate will be issued a 200 day probationary or continuing contract for the 2024-2025 school year.
- COMPENSATION:** Per Tyler County Schools' Salary Schedule.
- BENEFITS:**
- | | | |
|-----------------------------|--------------------------------|-----------------------------|
| ▪ Free Optical Insurance | ▪ Social Security | ▪ Free Dental Insurance |
| ▪ Worker's Compensation | ▪ Health Insurance | ▪ Retirement |
| ▪ Life Insurance | ▪ Liability Insurance | ▪ Paid Sick Leave |
| ▪ OS Day Compensation | ▪ Sick Leave Bank | ▪ Tax Sheltered Annuity |
| ▪ Unused Leave Compensation | ▪ Health Reimbursement Account | ▪ Unemployment Compensation |

EQUAL EMPLOYMENT OPPORTUNITY:

Equal employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or handicapping conditions and no discrimination based upon such factors will be made in the salary, demotion, transfer, or termination of any employee.

DIRECTIONS TO APPLY THROUGH OUR WEBSITE:

1. Go to <http://www.tylercountypublicschools.com>
2. Go to Menu
3. Click Documents
4. Go to folder "Job Postings"
5. Open Application Documents
6. Complete the Universal Application, Professional Bid Form, Professional Reference Form, and Disclosure Information

Current Tyler County employees only need to complete Bid Form.

All documents and correspondence should be submitted by the deadline for application to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149
Phone: 304-758-2145, Ext. 113
Fax: 304-758-4566
e-mail: patricia.feldmeier@k12.wv.us

JOB DESCRIPTION

TITLE: Aide I, II, III, IV,

QUALIFICATIONS: Must meet all qualifications and regulations as set forth by the School Laws of West Virginia and the Tyler County Board of Education.

RESPONSIBLE TO: Building principal, supervising teacher and/or appropriate county supervisor.

PERFORMANCE RESPONSIBILITIES:

1. Work with all assigned students in accordance with Federal, State, or County Policies.
2. Assist in the preparation of instructional materials.
3. Assist in the responsibility for instructional activities as prescribed by the building principal, supervising teacher and/or appropriate county office personnel.
4. Assist in the responsibility for the necessary pupil progress record keeping.
5. Perform limited, rotating, supervisory duties not related to instruction.
6. Improve competency through continuing education leading to permanent certification as an Early Childhood Classroom Assistant Teacher or Paraprofessional
7. Be responsible for obtaining the required hours of the in-service scheduled for aides.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Take all necessary and reasonable precautions to insure the health, personal hygiene and nutritional needs of the students are met.
10. Work in a positive manner with the school and community and provide for open communication with parents, staff, and students on a continuing basis while maintaining student confidentiality.
11. Perform all other reasonable duties assigned by the building principal, supervising teacher and/or appropriate county personnel.
12. Perform specialized health care procedures, when necessary, which may include catheterization, suction of tracheotomy, naso-gastric tube feeding, gastrostomy tube feeding, and administer medication after receiving training.
13. Assist special needs students with the transition to the school bus, boarding the school bus and securing them on their bus if necessary.
14. Assist special needs students to exit the school bus safely.
15. Communicate with parents as necessary to assure the students safety and well-being.
16. Perform other reasonable job-related duties as directed by your immediate supervisor and county-level supervisor.

TERM OF EMPLOYMENT: Salary and employment term established per contract by the Board of Education.

EVALUATION: Performance will be evaluated on a formal basis.

1. Tenured - Annually
2. Non-Tenured - Twice Annually
3. More often at the discretion of the building principal or superintendent.

COMPENSATION: Based on state and county salary schedule commensurate with experience in classification and service.

SOURCE: Board of Education Minutes

DATE: 8/12/85, 12\21\98

SPECIAL NOTES: Only those candidates who have submitted all required documents and applicable certifications as listed above by the deadline for application will be considered for an interview. Documentation may be submitted by U. S. Mail, by e-mail to patricia.feldmeier@k12.wv.us or by fax at 1-304-758-4566, Attention: Tricia Feldmeier.

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ORDER OF CONSIDERATION

Special Summer Seniority Note:

“An employee who was employed in any service personnel job or position during the previous summer shall have the option of retaining the job or position if the job or position exists during any succeeding summer.”

Source: West Virginia Code 18-5-39

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

- Regularly employed service personnel who hold a classification title within the classification category of the vacancy;
- Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;
- Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;
- Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;
- Substitute service personnel who hold a classification title within the same classification category as the vacancy;
- Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and
- New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy.

Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.

DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or to Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education's Director of the Office for Civil Rights, telephone 215-596-6795.