

**SUMMERS COUNTY SCHOOLS
116 MAIN STREET
HINTON, WV 25951
(Please Post)**

TO: All Interested Persons
FROM: Kimberly Rodes, Superintendent
SUBJECT: Substitute Service Personnel
DATE: January 10, 2018

The Summers County Board of Education is taking applications for substitute service personnel.

POSITIONS: Substitutes for: Secretary

QUALIFICATIONS AND JOB DESCRIPTIONS ATTACHED

SALARY: State Scale

TERM: Remainder of the 2017-2018 school term (as needed)

**APPLICATION PROCEDURE: Submit application by January 17, 2018 to:
Kimberly Rodes, Superintendent
Summers County Schools
116 Main Street
Hinton WV 25951 466-6000**

DISCRIMINATION PROHIBITED

As required by Federal laws and regulations, the Summers County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Dr. Linda Knott, Title IX and Section 504 Coordinator, Summers County Board of Education, 116 Main Street, Hinton WV 25951, phone 466-6006; to the State Elimination of Sex Discrimination Project Coordinator, phone 304-558-7864; or to the U.S. Department of Education's Director of the Office for Civil Rights, phone 1-800-421-3481.

POSITION: Secretary I, II, III

QUALIFICATIONS: High School Graduate or equivalent.
Criminal Background Check conducted pursuant to
Summers County Board of Education Policy IV-G-4
Drug Test conducted pursuant to Summers County Board of Education
Policy IV-H-1.
Pass competency test pursuant to WV Code 18A-4-8e.

RESPONSIBLE TO: Principal, Director or Superintendent

PERFORMANCE RESPONSIBILITIES:

Act as receptionist for incoming public and telephone calls
Type, file and distribute a wide variety of correspondence
Maintain records.
Organize and prepare materials for meetings.
Accurately record financial activities.
Sort and distribute incoming and outgoing mail.
Enter, maintain and retrieve computer documents.
Prepare and proofread correspondence, reports, charts, expense forms, booklets,
purchase orders, business forms, certificates, etc.
Maintain confidentiality.
Maintain positive work habits.
Maintain and/or upgrade skills.
Perform any and all other job related duties as assigned by immediate supervisor or
superintendent.

TERMS OF EMPLOYMENT: State salary scale.
Employment term will be 200 days unless altered per contract by the Board of Education.

EVALUATION: Evaluated by immediate supervisor (Principal, Assistant Principal, Director or
Superintendent).