

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

TO: All Interested Persons
FROM: Eric Widdoes, Personnel Director
SUBJECT: Substitute Service Personnel
DATE: September 16, 2019

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

POSITIONS: Substitutes for: Aides
Cooks
Custodians
Bus Operators

QUALIFICATIONS AND JOB DESCRIPTIONS ATTACHED

SALARY: State Scale

TERM: 2019-2020 school term (as needed)

APPLICATION PROCEDURE: Submit application to:
Eric Widdoes, Personnel Director
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: Cook I ,II, III or Cafeteria Manager

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, Assistant Principal

PERFORMANCE RESPONSIBILITIES:

Performs the following duties according to classification:

- A. Cook I
 - 1. Helps prepare and serve meals, wash all cooking and serving utensils.
 - 2. Cleans work areas and equipment.
 - 3. Attends Food Handler’s School and required in-service training sessions.
- B. Cook II
 - 1. Perform duties of Cook I.
 - 2. Interprets menus
 - 3. Prepares and serves meals.
- C. Cook III
 - 1. Perform duties of Cook I and II
 - 2. Maintains accurate records as required by federal, state and county policies and regulations
 - 3. Keeps inventory of feeds and other supplies
 - 4. Keeps point of service tallies
 - 5. Orders foods and supplies according to county, state and federal policies and regulations
 - 6. Follow the HACCP-Based Standard Operating Procedures.
- D. Cafeteria Manager
 - 1. Perform duties of Cook I,II and III, as needed.
 - 2. Assign duties to cooks
 - 3. Approve requisitions for supplies and repairs.
 - 4. Keep inventories.
 - 5. Inspect areas to maintain high standards of sanitation.
 - 6. Prepare financial reports.
 - 7. Keep records pertinent to food service.

Maintain positive work habits.

Performs duties efficiently and productively.

Maintain and/or upgrade skills.

Performs any and all other job related duties as assigned by the Assistant Principal, Principal, Director of Child Nutrition and/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 Principal or Assistant Principal.

POSITION: Custodian I, II, III or IV

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, Assistant Principal, Director of Facilities

PERFORMANCE RESPONSIBILITIES:

1. Perform the following duties according to classification:

A. Custodian I

1. Independently keep building clean, sanitary and in orderly condition.
2. Accept written or oral instructions pertaining to custodial responsibilities, including moving furniture, transporting teaching supplies and equipment.

B. Custodian II

1. Perform duties of Custodian I.
2. Acts as watchman and/or groundsman.

C. Custodian III

1. Perform duties of Custodian I and II.
2. Make Minor repairs to facilities and equipment.
3. Remove snow as assigned.
4. Operate heating, cooling, lighting and electrical controls as specified or required.
5. Perform routine lubrication services and minor preventative maintenance services.
6. Inspect building and report deficiencies.
7. Keep track of supplies and make necessary orders for supplies.
8. Maintain records as required by the county.

D. Custodian IV

1. Perform duties of Custodian I, II and III.
2. Supervise other custodians.

Maintain positive work habits.

Perform duties efficiently and productively.

Maintain and/or upgrade skills.

Performs any and all other job related duties as assigned by the Custodian IV, Assistant Principal, Principal, Director of Facilities and/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 Principal/ Assistant Principal or Director of Facilities.

POSITION: Bus Operator

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.

Physically fit, according to the WV School Transportation regulation.

Satisfactory driving record with the WV Department of Safety, including all qualifications set forth in the WV School Transportation regulations.

Hold Commercial Driver's License.

RESPONSIBLE TO: Supervisor of Transportation

PERFORMANCE RESPONSIBILITIES:

Drive his/her school bus over the established route every day that school is in session, according to his/her schedule, picking up and discharging students at their designated stops.

Comply with West Virginia School Transportation Regulations.

Comply with the Summers County Board of Education Transportation Policy.

Report to schools served and the transportation office by phone, as soon as possible, when bus won't be making its run.

Work cooperatively with principals and teachers.

Report to the proper authority all accidents, break downs, discipline problems and any other problems.

Performs any and all other job related duties as assigned by the Supervisor of Transportation or the 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 Supervisor of Transportation.

Title: Aide or Aide/Bus Monitor

Qualifications: High School Graduate or GED.

Physically fit to perform duties.

Pass competency test pursuant to 18A-4-8c

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

Successfully complete and be certified in Phase I training in health care procedures and any Phase II procedures that are required to be performed.

Responsible to: Supervising teacher, building principal, transportation supervisor (when assigned as a bus aide) or appropriate county supervisor.

Job Responsibilities:

Assist the teacher in instructional activities as directed.

Share in the responsibility of protecting students, equipment, materials and facilities.

If assigned as a bus aide, supervise assigned student(s) when getting on, off and riding bus.

Maintain positive work habits.

Perform duties efficiently and productively.

Maintain and/or upgrade skills.

Performs specialized health care procedures, as needed

Perform any and all other job related duties as assigned by the classroom teacher, principal, appropriate county director or superintendent.

Terms of Employment: Salary state scale. 200 days.

Evaluation: Performance will be evaluated by the building principal or, in if assigned only as bus aide, by the transportation supervisor.