



# WYOMING COUNTY SCHOOLS

19 Park Street, PO Box 69 Pineville, WV 24874

Telephone: (304) 732-6262 FAX: (304) 732-7226 Website: <http://boe.wyom.k12.wv.us>

Inspiring Our Students to Learn, Dream, and Achieve!

## Board of Education Members

Michael R. Prichard, President

Allan R. Stiltner, Vice President

Morgan K. "Mike" Davis

Betty F. England

Douglas E. Lester

Deirdre A. Cline, Superintendent

Rebecca S. Cooke, Assistant Superintendent

N. Robin Hall, Assistant Superintendent

## **POSITION ANNOUNCEMENT SERVICE PERSONNEL**

### **POSITION TITLE:**

Pre-School Special Needs Aide/Early Childhood Classroom Assistant - Itinerant  
(Current Assignment - Herndon Consolidated)

Aide/Early Childhood Classroom Assistant - Road Branch Elementary and Middle  
School

Special Education Aide - Baileysville Elementary and Middle School

Special Education Aide - Herndon Consolidated Elementary and Middle School

Special Education Aide - Mullens Elementary School

Special Education Aide - Westside High School

One Half-Time Bus Aide Itinerant- Afternoon Only - Current Assignment:  
Oceana/Westside Area

One Half-Time Bus Operator - Morning Only - Westside Huff Area

One (1) Half-Time Cook (9:30 a.m. - 1:30 p.m.) - Mullens Elementary School

Two (2) Cooks (6:00 a.m. - 2:00 p.m.) - Pineville Elementary School

One (1) Half-Time Cook (9:30 a.m. - 1:30 p.m.) - Pineville Middle School

One (1) Cook III/Cafeteria Manager (6:00 a.m. - 2:00 p.m.) - Road Branch Elementary  
and Middle School

One (1) Half-Time Cook (4:30 a.m. - 8:30 a.m.) - Westside High School

One (1) Cook (4:30 a.m. - 12:30 p.m.) - Wyoming East High School

One (1) Custodian (9:30 a.m. - 5:30 p.m.) - Baileysville Elementary and Middle School

One (1) Half-Time Custodian (6:00 p.m. - 10:00 p.m.) - Westside High School

One (1) Custodian (6:00 a.m. - 2:00 p.m.) - Wyoming East High School

One (1) Half-Time Custodian (2:00 p.m. - 6:00 p.m.) - Career and Technical Center

Secretary - Oceana Middle School

**DEADLINE FOR RECEIPT**

**OF APPLICATION:** 4:00 p.m., May 15, 2019

**APPLY TO:**

Deirdre A. Cline, Superintendent  
Wyoming County Schools  
19 Park Street, P.O. Box 69  
Pineville, WV 24874  
Telephone: (304) 732-6262

*Applicants are responsible for providing all information relative to their qualifications. Information already contained in an applicant's personnel file need not be supplied by an applicant. However, applicants are responsible for verifying the completeness and accuracy of information contained in his or her personnel file. If appropriate, applicant needs to supply proof of eligibility for a permit from an accredited college/university.*

**IF YOU ARE INTERESTED IN APPLYING FOR ANY OF THESE POSITIONS, YOU MUST SUBMIT A BID FORM OR LETTER OF APPLICATION FOR THE PARTICULAR POSITION.**

**EQUAL OPPORTUNITY EMPLOYER**



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Allan R. Stiltner, Vice President  
Morgan K. "Mike" Davis  
Betty F. England  
Douglas E. Lester

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** One Half-Time Custodian (2:00 p.m.-6:00 p.m.) - Career and Technical Center

**DUTIES AND RESPONSIBILITIES:** To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities.

**MINIMUM QUALIFICATIONS:** To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

**DEADLINE FOR RECEIPT OF APPLICATION AND/OR RESUME:** 4:00 p.m., May 15, 2019

**EFFECTIVE DATE OF POSTING:** May 9, 2019

**SALARY:** As Per County Salary Schedule

**APPLY TO:** Deirdre A. Cline, Superintendent  
Wyoming County Board of Education  
P.O. Box 69  
Pineville, WV 24874  
Telephone: (304) 732-6262

**DISCRIMINATION PROHIBITED:** The Board of Education of the County of Wyoming does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Terry Thorn, Wyoming County Title IX Coordinator, 19 Park Street, P.O. Box 69, Pineville, WV 24874, Phone: (304) 732-6262, ext. 1219.



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Rebecca S. Cooke, Assistant Superintendent

N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Preschool Special Needs Aide/ Early Childhood Classroom Assistant- Itinerant (Current Assignment - Herndon Consolidated)

#### **DUTIES AND**

#### **RESPONSIBILITIES:**

1. Be physically able and willing to lift and assist students as needed
2. Provide bus supervision, as needed
3. To aid in classroom teaching which includes planning, and general instruction. Also included are extra-curricular activities that are commensurate with the operation of a successful school program
4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
5. Assist teacher(s) in a variety of ways to implement the instructional program including working directly with children in small groups or on a one-to-one basis
6. Provide general assistance to students assigned to the classroom
7. Conducts activities for students with directions firmly established by the teacher
8. Prepares material for instruction as outlined by the teacher
9. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director of Safety and Transportation

#### **MINIMUM**

#### **QUALIFICATIONS:**

1. High School Diploma or GED
2. Must hold certification for Early Childhood Classroom Assistant Teacher or be willing to obtain certification
3. Demonstrates qualifications further detailed in job description

#### **DEADLINE FOR RECEIPT OF APPLICATION AND/OR**

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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Aide - Early Childhood Classroom Assistant Teacher - Road Branch Elementary and Middle School

#### DUTIES AND

#### RESPONSIBILITIES:

1. Be physically able and willing to lift and assist students as needed
2. Provide bus supervision, as needed
3. To aid in classroom teaching which includes planning, and general instruction. Also included are extra-curricular activities that are commensurate with the operation of a successful school program
4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
5. Assist teacher(s) in a variety of ways to implement the instructional program including working directly with children in small groups or on a one-to-one basis
6. Provide general assistance to students assigned to the classroom
7. Conducts activities for students with directions firmly established by the teacher
8. Prepares material for instruction as outlined by the teacher
9. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director of Safety and Transportation

#### MINIMUM

#### QUALIFICATIONS:

1. High School Diploma or GED
2. Must hold certification for Early Childhood Classroom Assistant Teacher or be willing to obtain certification
3. Demonstrates qualifications further detailed in job description

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## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** Special Education Aide - Baileysville Elementary and Middle School
- DUTIES AND RESPONSIBILITIES:**
1. Be physically able and willing to lift and assist students as needed
  2. Provide bus supervision as needed
  3. To aid in classroom teaching which includes planning, and general instructions. Also included are extracurricular activities that are commensurate with the operation of a successful school program.
  4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
  5. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director Safety and Transportation
- MINIMUM QUALIFICATIONS:**
1. High School Diploma or GED
  2. Demonstrates qualifications further detailed in job description
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## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Special Education Aide - Herndon Consolidated Elementary and Middle School

**DUTIES AND RESPONSIBILITIES:**

1. Be physically able and willing to lift and assist students as needed
2. Provide bus supervision as needed
3. To aid in classroom teaching which includes planning, and general instructions. Also included are extracurricular activities that are commensurate with the operation of a successful school program.
4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
5. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director Safety and Transportation

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
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## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** Special Education Aide - Mullens Elementary School
- DUTIES AND RESPONSIBILITIES:**
1. Be physically able and willing to lift and assist students as needed
  2. Provide bus supervision as needed
  3. To aid in classroom teaching which includes planning, and general instructions. Also included are extracurricular activities that are commensurate with the operation of a successful school program.
  4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
  5. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director Safety and Transportation
- MINIMUM QUALIFICATIONS:**
1. High School Diploma or GED
  2. Demonstrates qualifications further detailed in job description
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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Special Education Aide - Westside High School

**DUTIES AND RESPONSIBILITIES:**

1. Be physically able and willing to lift and assist students as needed
2. Provide bus supervision as needed
3. To aid in classroom teaching which includes planning, and general instructions. Also included are extracurricular activities that are commensurate with the operation of a successful school program.
4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
5. Perform other duties as assigned by the principal, Director of Special Education and Special Services or Director Safety and Transportation

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED
2. Demonstrates qualifications further detailed in job description

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## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** One Half-Time Afternoon Bus Aide - Itinerant - Transportation Department  
(Current Assignment Oceana/Westside Area)

**RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers

### DUTIES AND

### RESPONSIBILITIES:

1. Be physically able and willing to lift and assist students as needed
2. Provide bus supervision as needed
3. To aid in classroom teaching which includes planning, and general instruction. Also included are extra-curricular activities that are commensurate with the operation of a successful school program.
4. Assist with instruction of students as determined by the nature of their handicap. This will include care in the areas of feeding, dressing, toileting (including diapering, catheterization, and toilet training), and physical mobility.
5. Perform other duties as assigned by the principal, Special Services Administrator, or Transportation Director

### MINIMUM

### QUALIFICATIONS:

1. High School Diploma or GED
2. Demonstrates qualifications further detailed in job description

### DEADLINE FOR RECEIPT OF APPLICATION AND/OR

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### SALARY:

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### APPLY TO:

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Wyoming County Board of Education  
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Rebecca S. Cooke, Assistant Superintendent  
N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** One Half-Time Bus Operator - Morning Run Only - Westside/Huff Area

**RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers

**DUTIES AND RESPONSIBILITIES:**

1. Person employed to operate school buses and other school transportation vehicles as provided by the State Board of Education
2. Perform any other duties assigned by the Transportation Director and/or Superintendent of Schools

**MINIMUM QUALIFICATIONS:**

1. Must meet the requirements of the State of West Virginia as a school bus operator
2. Demonstrates qualifications further detailed in job description

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Rebecca S. Cooke, Assistant Superintendent

N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** One-Half Time Cook (9:30 a.m. - 1:30 p.m.) - Mullens Elementary School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department
  2. Preparation of all types of food according to State and Federal guidelines
  3. Washes dishes, sweeps and mops kitchen area
  4. Cleans all equipment used
  5. Serves food
  6. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received
  7. Performs other related tasks as assigned by supervisors
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
  5. Demonstrates qualifications further detailed in job description
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Rebecca S. Cooke, Assistant Superintendent  
N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** Two (2) Cooks (6:00 a.m. - 2:00 p.m.) - Pineville Elementary School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department
  2. Preparation of all types of food according to State and Federal guidelines
  3. Washes dishes, sweeps and mops kitchen area
  4. Cleans all equipment used
  5. Serves food
  6. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received
  7. Performs other related tasks as assigned by supervisors
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
  5. Demonstrates qualifications further detailed in job description
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# WYOMING COUNTY SCHOOLS

19 Park Street, PO Box 69 Pineville, WV 24874

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## Board of Education Members

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Allan R. Stiltner, Vice President

Morgan K. "Mike" Davis

Betty F. England

Douglas E. Lester

Deirdre A. Cline, Superintendent  
Rebecca S. Cooke, Assistant Superintendent  
N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** One Half-Time Cook (9:30 a.m.-1:30 p.m.) - Pineville Middle School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department
  2. Preparation of all types of food according to State and Federal guidelines
  3. Washes dishes, sweeps and mops kitchen area
  4. Cleans all equipment used
  5. Serves food
  6. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received
  7. Performs other related tasks as assigned by supervisors
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
  5. Demonstrates qualifications further detailed in job description

### DEADLINE FOR RECEIPT OF APPLICATION AND/OR

RESUME: 4:00 p.m., May 15, 2019

EFFECTIVE DATE OF POSTING: May 9, 2019

**SALARY:** As Per County Salary Schedule

**APPLY TO:** Deirdre A. Cline, Superintendent  
Wyoming County Board of Education  
P.O. Box 69  
Pineville, WV 24874  
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Rebecca S. Cooke, Assistant Superintendent  
N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** Cafeteria Manager / Cook III (6:00 a.m. - 2:00 p.m.)- Road Branch Elementary and Middle School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Program
  2. Assigns tasks to other kitchen employees and is responsible for training new kitchen personnel
  3. Prepares menus, when necessary, that meet standards and prevailing food patterns of different age students
  4. Inventories and orders food and supplies
  5. Verifies invoices for cost, quality, and quantity of deliveries
  6. Monitors portion and quality control
  7. Maintains accurate daily records for milk and meals
  8. Is knowledgeable to the functions of kitchen equipment and responsible for its use, care, and repair
  9. Assists in preparing meals and clean-up after meals
  10. Performs other related tasks as assigned by supervisor
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Food Handlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
  5. Demonstrates qualifications further detailed in job description
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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** One Half-Time Cook (4:30 a.m. - 8:30 a.m.) - Westside High School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department
  2. Preparation of all types of food according to State and Federal guidelines
  3. Washes dishes, sweeps and mops kitchen area
  4. Cleans all equipment used
  5. Serves food
  6. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received
  7. Performs other related tasks as assigned by supervisors
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

- POSITION TITLE:** Cook (4:30 a.m. - 12:30 p.m.) - Wyoming East High School
- RESPONSIBLE TO:** Wyoming County Board of Education and its Designated Officers
- DUTIES AND RESPONSIBILITIES:**
1. Maintain standards of work and conduct as determined by the Food Service Department
  2. Preparation of all types of food according to State and Federal guidelines
  3. Washes dishes, sweeps and mops kitchen area
  4. Cleans all equipment used
  5. Serves food
  6. Aids in taking inventory of food and supplies and restocks storage areas as food and supplies are received
  7. Performs other related tasks as assigned by supervisors
- MINIMUM QUALIFICATIONS:**
1. A valid Wyoming County Foodhandlers Permit
  2. Proficient in all areas of cooking and food preparation with a background in institutional or commercial cooking preferred
  3. Should be able to read recipes and make necessary calculations for ingredient measurements
  4. Should have a functional working skill in the operation of all types of school kitchen equipment
  5. Demonstrates qualifications further detailed in job description
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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Custodian (9:30 a.m.-5:30 p.m.) - Baileysville Elementary and Middle School

**DUTIES AND RESPONSIBILITIES:** To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities.

**MINIMUM QUALIFICATIONS:** To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** One Half-Time Custodian (6:00 p.m.-10:00 p.m.) -Westside High School

**DUTIES AND RESPONSIBILITIES:** To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities.

**MINIMUM QUALIFICATIONS:** To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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N. Robin Hall, Assistant Superintendent

## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Custodian (6:00 a.m.-2:00 p.m.) -Wyoming East High School

**DUTIES AND RESPONSIBILITIES:** To keep buildings clean and free of refuse and other additional duties assigned by the principal in the upkeep of school facilities.

**MINIMUM QUALIFICATIONS:** To be physically able to perform the assigned duties and responsibilities of a building custodian. Demonstrates qualifications further detailed in job description.

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**EFFECTIVE DATE OF POSTING:** May 9, 2019

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## POSITION ANNOUNCEMENT

### SERVICE PERSONNEL

**POSITION TITLE:** Secretary - Oceana Middle School

#### **DUTIES AND**

#### **RESPONSIBILITIES:**

1. Handle routine correspondence, and general secretarial tasks, and prepare various reports
2. Operate computerized business and office machines including computers
3. Perform any duties as assigned by the administrator/supervisor
4. Computerized application of bookkeeping for school funds
5. Receive callers

#### **MINIMUM**

#### **QUALIFICATIONS:**

1. Must have a high school diploma or equivalent
2. Advanced knowledge and experience in operation of computers
3. Dependable work record
4. Able to perform duties listed in job description

#### **DEADLINE FOR RECEIPT OF APPLICATION AND/OR**

**RESUME:** 4:00 p.m., May 15, 2019

#### **EFFECTIVE DATE**

**OF POSTING:** May 9, 2019

**EMPLOYMENT DATE:** 2019-2020 School Term

#### **TERM OF**

**EMPLOYMENT:** 204 days

**SALARY:** As Per County Salary Schedule

**APPLY TO:** Deirdre A. Cline, Assistant Superintendent

Wyoming County Schools  
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