

**MARION COUNTY BOARD OF EDUCATION
1516 Mary Lou Retton Drive
Fairmont WV 26554**

TO: Qualified Personnel
FROM: Andy Neptune, Administrative Assistant
SUBJECT: VACANCIES
DATE: July 9, 2018

The following service position is being considered:

Ten (10) Substitute Aide S18 07 09 01

Qualifications:

1. High school diploma or equivalent
2. Ability to communicate, read and write, make basic calculations, and follow written and oral communications. Competency examination will be administered
3. Availability to accept substitute assignments when called during the school year (County policy 1.2514b)

Job Responsibilities:

To perform job-related duties as assigned to accommodate the individual needs students

To address feeding, medical needs, and personal hygiene needs of students, as assigned (training will be provided)

Posting numbers MUST be on all vacancy forms.

Anyone interested in applying for the vacancies as posted, should submit an Application for Vacancy form to the Personnel Office, Marion County Schools, 1516 Mary Lou Retton Drive, Fairmont, WV 26554. **All applications must be received by 5:00 p.m. on July 17, 2018.**

"No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

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