


Marion County Board of Education  
1516 Mary Lou Retton Drive  
Fairmont WV 26554

 **TO: Qualified Personnel**  
**FROM: Andy Neptune, Administrative Assistant**  
**SUBJECT: VACANCIES**  
**DATE: October 11, 2017**

The following substitute service position(s) are being considered:

**Ten (10) Substitute Custodians S17 10 11 05**

Qualifications:

1. High School diploma, GED, or presently enrolled in an approved adult education course in preparation to obtain a GED (Senate Bill 14, June 27, 1988)
2. Ability to communicate, read, write, and follow written and oral instructions (competency exam will be administered)
3. Demonstration of knowledge of custodian methods, procedures, and safety principles
4. Must have a knowledge of the use of equipment to be used in buildings, such as buffers, rug cleaners, vacuums, and floor strippers
5. Must be in good health with good agility and dexterity, average physical strength with capability to perform heavy work, ability to work from ladders and scaffolds
6. Demonstration of mechanical aptitude, ability and skills necessary in the operation of the heating, cooling, and sewage treatment system.

**NOTE:** Applicants are advised the WV Code 18A-4-8e requires that all employees achieve a passing score on a state competency examination designed for this classification.

**Posting number MUST be on all vacancy forms.**

Appointment will be made in accordance with West Virginia school law. Therefore, priority consideration will be given to those persons presently employed by Marion County Schools. 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 4:00 pm on September October 17, 2017.

*"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."*