

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

TO: Qualified Personnel
FROM: Andy Neptune, Administrative Assistant
SUBJECT: VACANCIES
DATE: February 5, 2019

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

Two (2) Substitute Braille Specialist S19 02 05 03

Qualifications:

1. High school diploma or equivalent
2. Availability to accept substitute assignments when called during the school year (County policy)
3. Experience in working with visually impaired students
4. Basic knowledge of assistive technology devices

Job Responsibilities:

To follow through on directives from vision specialist (special educator) and orientation mobility specialist

2. To provide supervision and mobility guidance throughout the school environment for students without vision
3. Collaborate and support classroom teacher to ensure assignments are appropriately transcribed for students without vision
4. To perform job-related duties as assigned to accommodate the individual needs students
5. To perform job-related duties as assigned.

Posting numbers 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 5:00 pm on February 28, 2019.**

"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."