Clay County Schools  
Service Personnel Job Posting

Position: Extra Duty Contract - School Bus Operator Instructor / Substitute Service Personnel “Call Out” Coordinator for the Clay County School System

Job Description: Responsible for training school bus operators using the “West Virginia School Bus Operator Instruction program, “ and county policies and procedures.

Must have computer skills necessary to assist bus operators in on-line training and certification test.

Receive calls from service personnel reporting off work and needing substitutes; make call-outs to schedule substitute service personnel; duties include, but are not limited to receiving and making calls during early a.m. on school days and late p.m. preceding school days regarding substitute scheduling;

Coordinate with central office staff to ensure appropriate substitute staff are scheduled to serve Clay County students.

Qualifications:

- Hold Certification as a bus trainer
- Must be available during early a.m., late p.m., preceding school days to receive and make calls related to call outs and substitute scheduling, and coordinate with central office staff about the same, as necessary.
- Must have adequate time and availability during the school day to make and receive calls related to call outs and substitute scheduling, and coordinate with central office staff regarding the same.

- Duties may include but are not limited to:
  1. Train bus operators as needed using the WV School Bus Operator Instruction Program, and county/state/federal policies and procedures
  2. Receive absence notifications and schedule call outs for service personnel substitutes
  3. Communicate with central office staff regarding call outs on a daily basis, and during a.m. “peak”/heavy demand times.

Term of Employment: 2016-2017 school year

Compensation: Individual will be paid 4 hours per instructional day, @ 180 instructional days based the regular employee salary

Date of Posting: August 19, 2016 - August 25, 2017

Apply in writing to Kenneth Tanner, Superintendent, Clay County Schools, P.O. Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 p.m. on Thursday, August 25, 2017.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on basis of race, color, national origin, gender, age, disability and retaliation.