

WIRT COUNTY SCHOOLS

**PO Box 189
Elizabeth, WV 26143
Phone (304) 275-4279
FAX (304) 275-4581**

**MaryJane Pope Albin
Superintendent**

September 19, 2013

Substitute Secretary

Reports To: Principal

Performance Standards:

°Work Habits

1. Observation of work hours
2. Attendance
3. Compliance with rules
4. Safety practices
5. Meeting schedules
6. Accepting change
7. Appearance of work area
8. Initiative
9. Attitude

°Performance

1. Work judgments
2. Planning and organizing
3. Quality of work
4. Accepting responsibility
5. Following instructions
6. Efficiency under stress
7. Operation and care of equipment
8. Work coordination

°Professional development

1. Knowledge or work
2. Job-related training

Qualifications:

- High School Graduate or GED
- Must pass the state mandated test for Secretaries
- Hold classification title in categories of employment or meet the definition of the job title(s) pursuant to WV Code 18A-4-8
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position

Salary:

Based on Wirt County Salary Scale, job classification and years of service

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.