

Tazewell County Public Schools
Support Staff (non-exempt) Vacancies

For more information on salaries and benefits, go to the following URL:
<http://tazewell.k12.va.us/humanresources/index.html>

Position	Date Posted	Deadline
Driver		
Tazewell to and from Wythe County -2 hours per day (7:30 - 8:30 a.m. and 3 - 4:00 p.m.)- 5 days per week - 180 days per year - with benefits - \$7.25 per hour. Must be at least 21 years old, have an excellent driving record, and no criminal history.	8/24/2011	Apply to the pool
School Secretary		
Bluefield area - 11-month, full-time with benefits - possible start date: August 2012	5/11/2012	5/22/2012
School Custodians		
Richlands Elementary School and Tazewell area (location to be determined) - 8 hours per day - 255 days per year - Full time with benefits - \$18,380 to \$28,161 - For more information, contact Charles Simpson, Director of Environmental and Maintenance Services at 276-988-2222	2/17/2012	5/28/2012

Summer School Cook/Manager

Tazewell HS and Tazewell Elementary - May 31 - July 3 - Applicants must be currently employed TCPS food service employees. Pay will be the same hourly rate that the employee earned during the 2011-2012 school year. Hours of employment will be based on the number of meals scheduled to be served. There will be one position at THS and one position at TES.

5/11/2012

5/22/2012

Consideration will be given to the manager and employees currently located at the summer school site. Consideration will also be given for total years of service to Tazewell County Public Schools food service program.

Grounds Keeper

Full-time position with benefits - 255 days per year – Requires heavy lifting/carrying, working outside in all types of weather, and experience with lawn & garden equipment. - Must possess or be willing to obtain CDL (class B) Driver's License - Salary range \$18,380-\$28,161 per year.

5/14/12

5/25/2012

Substitute Custodians

All areas 4 to 8 hours/day - \$8.07/hour

3/30/2012

Apply to the pool

Substitute Cook

All areas 4-6 hours/day \$8.07/hour

3/30/2012

Apply to the pool

Substitute Bus Drivers

All areas – CDL required – 5 to 7.5 hours/day - \$60 - \$70 per day

3/30/2012

Apply to the pool

For information on CDL training, contact Roger Webb, Supervisor of Transportation at 276-988-5070

Aide (Special Education & Regular Classroom)	All Schools - Part-time (4 hours per day) with no benefits & Full-time (6 hours per day) with benefits - Salary range - \$10.00 - 21.64 per hour - Two-year associate degree or passing score on the Parapro required. <u>Information on the Parapro can be found at www.ets.org.</u>	3/30/2012	Apply to the pool
Spanish/English Tutor	Location to be determined - Part-time/Temporary (1-5 hours per day) - no benefits - Salary \$15 per hour. Must be fluent in both written and spoken Spanish and English	9/8/2011	Apply to the pool
Russian/English Tutor	Richlands Area - Part-time/Temporary (1-5 hours per day) - no benefits - Salary \$15 per hour. Must be fluent in both written and spoken Russian and English	7/8/2010	Apply to the pool
Chinese/English Tutor	Tazewell Area and Bluefield Area - Part-time/Temporary (1-5 hours per day) - no benefits - Salary \$15 per hour. Must be fluent in both written and spoken Chinese and English	7/8/2010	Apply to the pool
Urdu/English Tutor	Location to be determined - Part-time/Temporary (1-5 hours per day) - no benefits - Salary \$15 per hour. Must be fluent in both written and spoken Urdu and English	7/8/2010	Apply to the pool

FOR ADDITIONAL INFORMATION:

Applications will be accepted until the position is filled. Information and classified application forms may be obtained from the web site: www.tazewell.k12.va.us or by contacting Julia Butler, Supervisor of Human Resources (276) 988-5511 x2400 or fax (276) 988-6765.

The Tazewell County School Board does not discriminate on the basis of age, gender, national origin, marital status, political affiliation, race, religion, or condition of handicap in its employment practices. The Tazewell County School Board is an equal opportunity employer.

Prior to initial employment, employees will be required to submit to a drug test in accordance with Tazewell County School Board Policy GBEA-R.

5/17/2012