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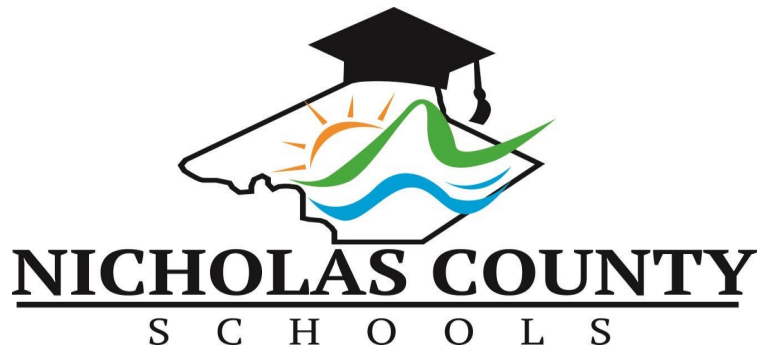
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Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: NOCTI Co-Coordinator

Classification: Professional

Reports to: Building Principal/Program Director

FLSA Status: Exempt

Evaluation:

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

Job Summary:

NOCTI Co-Coordinator will be responsible for every aspect of the Nicholas County Career and Technical Center's Skills USA Chapter

Qualifications:

- Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WV Code §18A-3-2a
- Must be a professional employee of the Nicholas County Career and Technical Center
- Perform the job duties set forth below

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

Duties/Responsibilities:

- Schedule monthly Skills USA meetings
- Coordinate the election of officers
- Collect all Skills USA dues according to the Accounting Procedures Manual for the Public Schools in the State of West Virginia (1224.1)
- Register all Skills USA members and contestant participants in the Skills USA Database
- Attend the Skills USA Fall Leadership Conference, State Skills USA Conference and Competition, and National Skills USA Conference and Competition
- Coordinate all aspects of Skills USA Trips
- Performs all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by immediate supervisor, or Superintendent of schools

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk hear, see use technology such as computers and multi-media equipment, and use repetitive motions.

While performing the duties of this job, the employee may frequently lift and/or move at least 10- pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus.

The duties of this job requires the employee to drive to and from various schools throughout Nicholas County. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are the representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is

indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised 6.2023