

Teacher of Homework Hotline
Job Description

Qualifications: (minimum)

1. Certified in English/Language Arts or Mathematics by West Virginia Board of Education.
2. Ability to communicate with students, school personnel, and parents.
3. Ability to work with students in all grade levels (1-12).
4. A minimum of three year's teaching experience preferred.

Immediate Supervisor: Director of High Schools and Vocational
Education

Duties and Responsibilities:

1. The primary responsibility of the homework hotline teacher is to provide immediate assistance to students who contact the homework hotline.
2. Assists in planning and implementing changes in the program.
3. Assists in keeping and maintaining accurate records.
4. Maintains professional work habits.
5. Performs other job-related duties as assigned by the director of high schools and vocational education.

Term of Employment:

Part-time as needed

Jackson County Board of Education
Adopted: May 3, 1990