

**HARLAN COUNTY SCHOOLS**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y   B U L L E T I N**

**POSITION:** Drop Out Prevention Facilitator (**Part-Time**)

**LOCATION:** Harlan County High School

**LENGTH OF EMPLOYMENT:** 2019-2020 School Year (*scheduled student days*)

**SALARY RANGE:** \$10 per hour; 7:55 a.m. to 2:05 p.m. Monday-Friday

**CERTIFICATION/QUALIFICATIONS:** Minimum of 64 college hours or Associate's Degree; Certified teaching certificate preferred.

**JOB DESCRIPTION:** (Condensed)

Monitor students and their progress in the E-School program; Password usage; Administer final exams; Enroll and withdraw students from classes; serve as a liaison between students and online teacher; documentation of progress reports.

Successful applicant must have quality computer skills, including E-mail, spreadsheets and browse for required documents and information.

The successful applicant must be able to work well with at risk students, offering encouragement and successful facilitation that ensures student success.

**EFFECTIVE EMPLOYMENT DATE:** After posting deadline

**APPLICATION DEADLINE:** July 18, 2019

**NON-DISCRIMINATION POLICY:** The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

**SEND TO:** MR. BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.