

SESC JOB POSTING

Job Title: Part-Time Contracted Master Schedule and Staffing Analyst – Braxton County

Job Summary: A part-time position to conduct a comprehensive review of master schedules and staffing across elementary, middle, and high schools. The primary focus will be on evaluating the efficiency and effectiveness of current teacher assignments and schedules to support optimal resource allocation and compliance with state guidelines, including the West Virginia Public School Support Plan (School Aid Formula).

Qualifications:

- Professional Administrative Certificate issued by the West Virginia Department of Education with Superintendent and Supervisor of General Instruction endorsements preferred.
- Extensive knowledge of curriculum and staffing requirements for West Virginia Public Schools
- Minimum of 5-year experience in scheduling for West Virginia Public Schools

Compensation: \$65 per hour, with a minimum contract of \$2500

Required Skills:

- WVIES Proficiency, especially related to the development of master schedules.
- Strong analytical skills with proficiency in data analysis tools (e.g., Microsoft Excel, Google Sheets, or similar software).
- Knowledge of school operations, including master scheduling, teacher certification, and state funding formulas.
- Familiarity with West Virginia education policies and the School Aid Formula.
- Excellent organizational skills, attention to detail, and ability to work independently.
- Strong communication skills, both written and verbal, for preparing reports and presenting findings.

Key Responsibilities:

- Review and analyze master schedules for Braxton County Schools
- Assess current teacher staffing levels, assignments, and course loads to identify opportunities for improved efficiency in instructional delivery.
- Evaluate class sizes, teacher allocations, and scheduling practices against enrollment data and relevant state standards.

- Identify potential redundancies, gaps, or inefficiencies in staffing and scheduling that impact operational effectiveness.
- Collaborate with school administrators and central office staff to gather necessary data, including enrollment projections, course offerings, and personnel records.
- Prepare detailed reports, summaries, and recommendations based on findings, including data visualizations, charts, and actionable insights.
- Ensure all analyses align with West Virginia Department of Education guidelines and the Public School Support Plan.
- Maintain confidentiality of sensitive personnel and student data throughout the process.
- Perform other related duties as assigned by the Superintendent.

REPORTS TO:

SESC Chief Administrator, Braxton County Schools Superintendent or their Designee

CONTRACT/AGREEMENT

This position is based on the availability of funding. SESC employment agreements are for one year or less. SESC does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

CONDITIONS OF EMPLOYMENT

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious, and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin, or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer, or termination of any employee.

DEADLINE TO APPLY

Send Applications to: jlbutcher@wvesc.org

Applications must be received by **4:00 pm December 26, 2025 or until filled.**

Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) college or university transcripts