Clay County Schools
Professional Job Posting - After School Site Coordinator

*After School positions will be offered based on student enrollment and available funding. A minimum enrollment of 10 students per teacher is required for each session. Positions may be terminated if funding ends or enrollment is insufficient.

Big Otter Elementary - After School site coordinator for two days per week

Job Description:

The Site Coordinator will help manage and provide a high-quality After School Program

- Ensure the safety and security of all students enrolled
- Make certain county and After School policies and procedures are followed
- Verify compliance to the After School program schedule
- Support teachers in delivering the After School curriculum
- Validate After School lessons, address needs of students, fostering more consistency between regular-day and After School program
- Demonstrate ability to use technology for collection and communication of all program-required data to the 21st Century Grant Director, according to grant requirements, in an accurate and timely manner
- Attend all professional development related to the After School Program
- Communicate regularly with the 21st Century Grant Director and building principal regarding After School activities
- Recruit students for participation in the program each week
- Be available to teach sessions when needed
- Collaborate effectively with stakeholders
- Help monitor activity bus radio
- Comply with any additional grant-related needs or requirements as needed

Terms of Employment: October 16, 2017 - May 25, 2018 (Make-up days will be added in the event After School is cancelled)

Qualification: Successful candidate must have teacher and/or administrative certification at the appropriate programmatic level. Candidates must be available to work two or four evenings per week

Compensation: $22.00 per hour (2.5 to 4 hours per evening depending on location and bus schedule)

Dates of Posting: November 14, 2017 - November 27, 2017

Apply in writing to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 p.m. on Monday, November 27, 2017. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability, and retaliation.