Afterschool 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.

Positions:
1. Emergent Reader (Grades K-1) (Offered 4 Nights Per Week/1 Hour per session)
2. Developing Reader (Grades 2-5) (Offered 4 Nights Per Week/1 Hour per session)
3. Substitute (As Needed)

Job Description:
- Provide afterschool instruction one to four evenings per week based upon program design and student needs.
- Document afterschool lessons following program guidelines.
- Attend all professional development related to afterschool duties, including three mandatory days of training prior to the start of the school year.
- Complete required documentation, including attendance for all students, in an accurate and timely manner, and maintain afterschool records.
- Recruit and sign up students weekly.
- Align afterschool activities with regular-day programming.
- Communicate with regular-day teachers to provide Support for Personalized Learning (SPL).
- Involve parents by utilizing volunteers, scheduling parent activities, and conducting family nights.

Terms of Employment: September 3, 2019 – April 23, 2020 (Make-up days will be added in the event afterschool is cancelled.)

Required summer training dates are August 5 – 7, 2019. Teachers for Emergent Reader, Developing Reader, Healthy Choices, and Enrichment will each attend one day during these dates.

Qualifications: Teaching certification required. However, in the event no fully certified teacher is available, candidates with substitute teaching experience or service personnel will be considered. Also, candidates not employed by Clay County Schools who have expertise and experience in enrichment areas will be considered pending a satisfactory background check.

Compensation: $20.00 per hour for certified staff and $15.00 per hour for non-certified staff (up to 3 hours per evening depending on location and bus schedule)

Date of Posting: May 29, 2018 – June 4, 2019

Send the attached bid sheet 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 Tuesday, June 4, 2019. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information, please contact program director, Michelle Samples, at 304-587-4694, or emsample@k12.wv.us.

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.
Clay County Schools
2019-2020 Elementary Afterschool Teacher Bid Sheet

Name: ________________________________

*Number of evenings per week you want to work:
   _____ 1    _____ 2    _____ 3    _____ 4

Days of the week you are available to work:   ___Mon.     ___Tues.     ___Wed.     ___Thurs.

Afterschool Positions
(Mark 1-3 with 1 being your first choice and 3 being your last choice. Only mark positions for which you want to be considered.)

   ___Emergent Reader Teacher (Grades K-1)
   ___Developing Reader Teacher (Grades 2-5)
   ___Substitute Teacher (as needed) (Grades K-5)