Clay County Middle School and Clay County High School

Professional Job Posting – Afterschool Teacher

School Year 2018-2019

*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. Homework Help
2. Enrichment
3. Substitute

Homework Help – Teacher will work an average of 3 hours nightly, providing academic support and an environment for students to complete assignments.

Enrichment – Teacher will work an average of 1 ½ - 3 hours nightly, depending upon preference, providing interest-driven activities that develop skills among students.

Job Description:
• Provide afterschool instruction one to four evenings per week based upon program design and student needs and interests.
• Document afterschool lessons following program guidelines.
• Attend all professional development related to afterschool duties.
• 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: August 27, 2018 – March 28, 2019 (Make-up days will be added in the event afterschool is cancelled.)

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, bus schedule, and position)

Date of Posting: May 1, 2018 – May 7, 2018

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 Monday, May 7, 2018. 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.
Clay County Schools
2018-2019 Secondary Afterschool Teacher Bid Sheet

Location: (Mark 1-2 with 1 being your first choice and 2 being your second choice. Only mark locations where you are willing to work.)

___ CCMS   ___CCHS

Number of evenings per week you are available to work: _____ 1 _____ 2 _____ 3 _____ 4

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

*Hours available to work: _____ 1 ½ _____ 2 _____ 3

*If applying for Homework Help position, teacher must commit to 3 hours per evening.

Semesters available to work: _____ 1st Semester Only _____ 2nd Semester Only ______ Full Year

Afterschool Positions for CCMS and CCHS: (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.)

___ Homework Help
___ Enrichment
___ Substitute

Enrichment Topic(s) to be taught in the Clay Afterschool Program (Please list.):
_____________________________________________________________________________________

Those applying for the Enrichment position may apply as a team, rotating among members each week. Teams may consist of no more than 4 individuals. If applying as a Team, please indicate names of all individuals:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

If applying as a single individual (Homework Help, Enrichment, or Substitute), please provide name here:

_____________________________________________________________________________________

_____________________________________________________________________________________

**Examples of enrichment classes include but are not limited to the following: dance, art, photography, gaming/game design, computer, guitar, music (choral/instrumental), Spanish, tumbling, career exploration, drama, arts and crafts, Zumba, robotics, karate, drivers’ education, sewing, TSA, FFA, HOSA, 4-H, FBLA, We the People, etc.