Clay County Middle School and Clay County High School

Professional Job Posting – Summer School Facilitators

Summer 2019

The following classes must have eight (8) students enrolled in each class before the classes can be offered.

Positions:

1. Odyssey Facilitator English/Social Studies/Science/Mathematics for Grades 6-8
2. Odyssey Facilitator English/Social Studies/Science/Mathematics for Grades 9-12
3. Substitute

Job Description:

- Facilitate online instructional program in core academic areas for students in middle or high school who need tutoring or to recover credits for promotion and/or graduation.
- Must be experienced in using the Odyssey program and must have the ability to develop students’ summer school plans of study.
- Maintain students’ records, assist with evaluation, and complete required reports (attendance, activity logs, timesheets) and forms by established deadlines.
- Provide supplemental instruction and support for students as needed.

Qualifications: Successful candidates must have teacher and/or administrative certification at the appropriate programmatic level. Should a fully certified teacher not be available, teachers who are eligible for permit will be considered.

Terms of Employment: June 24, 2019 – July 25, 2019; Two to four days per week; 7:30 A.M. – 3:00 P.M., including instructional planning

Location: All classes will be located at Clay County Middle School.

Compensation: Stipend of $150.00 per day

Date of Posting: April 8, 2019 – April 12, 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 Friday, April 12, 2019. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information, please contact summer 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 Secondary Summer School Facilitator Bid Sheet

Positions: (Mark 1-3 with 1 being your first choice. Only mark positions for which you are willing to work.)

_____ Odyssey Facilitator English/Social Studies/Science/Mathematics for Grades 6-8
_____ Odyssey Facilitator English/Social Studies/Science/Mathematics for Grades 9-12
_____ Substitute

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

Name: _______________________________________________________________________________