Big Otter Elementary, H.E. White Elementary, and Lizemore Elementary

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:

**Big Otter Elementary**
Developing Reader (Grades 2-5) (Offered 4 Nights Per Week/1 Hour Per Session)

**H.E White Elementary**
STEM (K-5) (Offered 4 Nights Per Week/30 Minutes Per Session)

**Lizemore Elementary**
Healthy Choices (Nutrition/Physical Activity) (K-5) (Offered 2 Nights Per Week/30 Minutes Per Session)
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: 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 and bus schedule)

Date of Posting: May 14, 2018 – May 18, 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 Friday, May 18, 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 Elementary Afterschool Teacher Bid Sheet

Name: __________________________________________

Location: (Mark 1-3 with 1 being your first choice and 3 being your last choice. Only mark locations where you are willing to work.)
___BOES   ___HEW   ___LES

*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.

Afterschool Positions
(Mark 1-4 with 1 being your first choice and 4 being your last choice. Only mark positions for which you want to be considered.)

___Developing Reader Teacher (Grades 2-5)
___STEM Teacher (Grades K-5)
___Healthy Choices Teacher (Grades K-5)
___Substitute Teacher (as needed) (Grades K-5)