ALL Clay County Schools

Professional Job Posting – Afterschool Site Coordinator

School Year 2019-2020

*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 in order to provide afterschool services. Positions may be terminated if funding ends or enrollment is insufficient.

Site Coordinators must commit to either 2 or 4 nights per week at the school of their choice; each school will have either 2 Site Coordinators (working 2 nights each) or 1 Site Coordinator (working all 4 nights).

Job Description

The site coordinator will help manage and provide a high-quality afterschool program.

- Ensure the safety and security of all students enrolled.
- Make certain county and afterschool policies and procedures are followed.
- Verify compliance to the afterschool program schedule.
- Support teachers in delivering the afterschool curriculum.
- Validate afterschool lessons address needs of students, fostering more consistency between regular-day and afterschool programs.
- 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 afterschool program, including three mandatory days of training (Elementary only) prior to the start of the school year.
- Communicate regularly with the 21st Century Grant Director and building principal regarding afterschool 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.
- Coordinate family engagement activities and events.
- Comply with any additional grant-related needs or requirements as needed.

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 for elementary site coordinators are August 5 – 7, 2019.

Qualifications: Successful candidates 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 (3.5 to 4.5 hours per evening depending on location and bus schedule)

Date of Posting: May 21, 2019 – May 28, 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, May 28, 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 Afterschool Site Coordinator Bid Sheet

Location: (Mark 1-6 with 1 being your first choice and 6 being your second choice. Only mark locations where you are willing to work.)

____ BOE   _____ CES   ______ HEW   ______ LES   _____ CCMS   _____ CCHS

Number of evenings per week you are available to work: _____2 _____4

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

Name: ________________________________________________________________