

Position Title: 21st Century Community Center Afterschool Program Coordinator
Salary: Per Raleigh County Schools Salary Schedule based on certification or licensure and year of experience.

Term of Employment: 240 days

Contract: All SESC employment agreements are for one year or less. SESC does not issue continuing employment agreements. The agreement for this position is 240 day employment term for FY 2015. The execution of this agreement is contingent upon funding. All SESC personnel are will and pleasure employees.

Job Description:

The employee will:

- a. coordinate SESC education activities, programs and services, and
- b. work collaboratively to address the needs of schools and school systems..

Position Qualifications:

- Teaching Certification in Education
- Masters Degree in Education
- Administrative certification and experience (preferred)
- Minimum of five years of teaching experience (preferred)
- Demonstrated experience and knowledge of education programs and initiatives and integration of them with other state, local and federal initiatives
- Knowledge of local, state, and federal education policy and law
- Strong oral and written communication skills
- Ability to schedule, organize, and perform multiple assignments
- Knowledge and expertise in highly effective research-based instructional practices
- Demonstrated knowledge and experience in
 - 1 integrating positive behavior support programs,
 - 2 supporting effective school leadership research and practice,
 - 3 integrating technology into classroom instruction,
 - 4 developing and delivering professional development,
 - 5 supporting and facilitating professional learning communities,
 - 6 managing State and Federal program budgets and
 - 7 writing, implementing, and managing grants.

Position Responsibilities:

- Maintain professional work habits
- Administers all SESC 21st CCLC programs
- Develops and Writes 21st CCLC grants (renewals and new grants) to meet the needs of SESC counties
- Works closely with county school board administrators and individual school administrators in designing and implementing 21st CCLC afterschool programs
- Works closely with county school board administrators and individual school administrators in employing personnel for 21st CCLC afterschool programs
- Monitors finances for all 21st CCLC grants

- Does all required evaluations of 21st CCLC programs (state and federal)
- Provides appropriate training for 21st CCLC personnel
- Monitors 21st CCLC program sites for grant compliance
- Provide feedback regarding program progress and compliance to the Governing Council
- Perform other duties as assigned by the Chief Administrator

Reports To: SESC Chief Administrator

Equal Employment Opportunity: "Equal employment opportunity will be granted to all persons regardless of age, race, creed, national origin, or handicap and no discrimination based upon such factors will be made in salary, promotion, demotion, transfer or termination of any employee"

CONTRACT/AGREEMENT:

This position is grant-funded based on availability of funding. SESC employment agreements are for one year or less. SESC does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

EVALUATION:

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

CONDITIONS OF EMPLOYMENT:

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY:

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

DEADLINE TO APPLY:

Applications must be received by 4:00pm September 28, 2018.

Candidates for employment must submit a: 1) letter of interest that describes reasons for interest in the position and personal qualifications; 2) SESC application; 3) current resume; 4) official college or university transcripts; and 5) narrative of experience

Please mail or email applications to:

Jason Butcher
214 N. Kanawha Street
Beckley, WV 25801
jbutcher@k12.wv.us