

**SESC**  
**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER GRANT**  
**PROJECT: BLAST**

POSITION: Project ELA Tutor/Enrichment Instructor

LOCATION: Glade Elementary School

**QUALIFICATIONS:**

- Appropriate West Virginia teacher certification
- Experience teaching reading at the elementary school level
- Response to Intervention training preferred
- Good communication skills, both verbal and written
- Good organizational skills
- Proficient in use of Microsoft Office applications, including but not limited to, e-mail, word processing, spreadsheets, presentation software and database applications

SALARY: \$20.00 per hour

**JOB DESCRIPTION:**

- Work with school administrator(s) and teachers to identify students with deficient reading and/or writing skills based on available classroom performance records and test data
- Develop and deliver a site-based reading and writing tutoring program for selected students
- Monitor and report student progress, as required
- Collaborate with regular education teachers monthly to align services/instruction to help meet student needs
- Provide ELA-related enrichment activities in areas (such as drama, creative writing, etc.)
- Maintain and submit student records for attendance
- Submit progress reports to parents and regular school staff monthly
- Attend staff meetings and trainings as required
- Assist with programs planned for family members of students and community members
- Supervise afterschool students
- Arrive and depart at designated times
- Maintain student confidentiality
- Use planning time effectively

**APPLICATION DEADLINE:**

EMPLOYMENT TERM: Up to 7 hours per week (1 hour planning, 2 hours of instruction daily-3 days per week) for up to 25 weeks, plus additional planning/meetings before program begins

\*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY:

The SESC operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

To apply for a SESC 21<sup>st</sup> CCLC position send job application, transcript(s) (unofficial is/are acceptable), resume, cover letter, and background checks. Both state and federal background checks are required if not already employed by a local board of education office. The SESC application is located online at: [sescwv.org](http://sescwv.org). Send documentation to:

Noel Goble  
SESC 21<sup>st</sup> CCLC Program Coordinator  
[Kristina.goble@wvesc.org](mailto:Kristina.goble@wvesc.org)

214 N Kanawha Street  
Beckley, WV 25801

(681) 207-7110 ext. 1128