

SESC
21st CENTURY COMMUNITY LEARNING CENTER GRANT
PROJECT: BLAST

POSITION: Enrichment Activities Instructor

LOCATION: Valley Elementary School

QUALIFICATIONS:

1. Previous experience with elementary age students preferred
2. Knowledge of introductory computer use skills (email, word processing, power point, internet use)
3. Good oral and written communication skills
4. Good organizational skills

SALARY: \$25.00 per hour

JOB DESCRIPTION:

1. Develop and deliver a site-based program of general enrichment experiences, including but not limited to, academic enrichment, computer enrichment, library, art, music, career, vocational, cooking, etc. based on student interest/need)
2. Facilitate student work on at least one annual service learning project (Identify a problem, research the problem and possible solutions, select a solution, develop a plan, implement the plan and analyze the results.)
3. Help recruit volunteers to assist in implementing enrichment and service learning activities
4. Maintain records for student attendance as required
5. Submit records to the site coordinator
6. Attend staff meetings and training as required
7. Assist with programs planned for family members of students
8. Invite appropriate community members to present topics relative to this position
9. Supervise afterschool students

APPLICATION DEADLINE:

EMPLOYMENT EFFECTIVE:

Up to 9 hours per week (1 hour of planning, 2 hours of instruction daily – 4 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 21st 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. Send documentation to:

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