

SESC
21ST CENTURY COMMUNITY LEARNING CENTER GRANT
PROJECT: BLAST

POSITION: Homework Help Teacher

LOCATION: Valley Elementary School

QUALIFICATIONS:

- West Virginia Teacher Certification preferred
- Prior experience teaching at the elementary level 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: \$25.00 per hour

JOB DESCRIPTION:

- Monitor the homework help component of the afterschool program
- Help recruit, organize, and supervise homework help volunteers
- Assist students with homework assignments
- Maintain and submit student records of assignments and progress monthly to parents and regular day staff members
- Maintain and submit student records for attendance
- 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 9 hours per week (1 hour planning/reports, 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:

Noel Goble
SESC 21st CCLC Program Coordinator
kristina.goble@wvsec.org

214 N Kanawha Street
Beckley, WV 25801

(681) 207-7110 ext. 1128