

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

POSITION: Substitute Teacher

LOCATION: Glade 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: \$20.00 per hour

JOB DESCRIPTION:

- Work with the site coordinator to cover 21<sup>st</sup> CCLC after-school offerings
- Assist students involved with the position of coverage
- Follow the lesson plans set forth for the position of coverage
- 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: Per 21<sup>st</sup> CCLC after-school program position needs for the 2018-2019 school year. Hours must fall within the scope of the allotted hours for position of coverage.

\*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**. Send documentation to:

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SESC 21st CCLC Program Coordinator  
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