

SESC
21ST CENTURY COMMUNITY LEARNING CENTER GRANT
PROJECT:Webster Co

POSITION: District Liaison

LOCATION(S): Webster County 21st CCLC After-School Programs

QUALIFICATIONS:

- Bachelor's degree preferred
- Prior experience in program coordination preferred
- Experience in supervising adults in a workplace setting preferred
- Able to work with students, parents, school staff and representatives from the business community
- 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
- Must be able to work flexible hours

SALARY: \$27.00 per hour

JOB DESCRIPTION:

- Serve as a resource for the daily operation of programs at sites within the district
- Collaborate effectively with district office, district initiatives, regular day school staff and other stakeholders on behalf of the after school program
- Work with site coordinators to develop a daily after-school program schedule utilizing the grant requirements
- Ensure weekly staff meetings are occurring at each site
- Help sites with recruitment of students through a fall registration program
- Help sites recruit volunteers to increase capacity of program
- Monitor and evaluate site staff and students, as required
- Ensure staff time sheets are submitted as required, checking for accuracy
- Ensure quarterly advisory council meetings utilizing a written agenda at respective sites
- Submit required reports in a timely manner
- Ensure site coordinators maintain an inventory of 21st CCLC supplies/equipment on site
- Attend/conduct training(s), as required
- Counsel site coordinators and appropriate staff/partners on required parent and community programs
- Assist with the annual teacher survey process required by the WVDE as needed
- Participate, as required, in the State Monitoring Process
- Enter, or supervise entry of, data throughout the year, submitting it at the beginning, middle and end of the year, as required (including, but not limited to attendance, academic, behavior, fitness, homework help, and demographic)
- Help coordinate the supper/snack program with county food service director
- Assist Program Coordinator with other duties as assigned

APPLICATION DEADLINE: Friday, September 17, 2021 at 5 p.m.

EMPLOYMENT TERM: Up to 9 hours per week (planning 1 hour/week, programming 2 hours/day, 4 days/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
214 N Kanawha Street
Beckley, WV 25801
kristina.goble@wvesc.org

(681) 207-7110 ext. 1128

or

Charles Phillips
404 Old Main
Summersville, WV 26651
charles.phillips@wvesc.org
(304) 619-8622