

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

**POSITION:** Homework Help Teacher

**LOCATION(S):** Glade Elementary School (Webster County)  
Rainelle Elementary School (Greenbrier County)  
Valley Elementary School (Fayette County)  
Peterstown Elementary/Mountain View Elementary & Middle School (Monroe County)  
Webster Springs Elementary School (Webster County)  
Webster County High School (Webster County)

**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:**

- 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:** Friday, September 10, 2021 at 5 p.m.

**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 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 21<sup>st</sup> CCLC Program Coordinator  
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or

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(304) 619-8622