

PRESTON COUNTY SCHOOLS  
731 Preston Drive, Kingwood WV 26537  
2016-17 School Year  
**Notice of Vacancy for Extracurricular Contract**

**Posting Date: May 10, 2017**

**Closing Date: May 16, 2017**

**After School Explorers--21<sup>st</sup> Century Community Learning Center Grant**

**Zero Robotics**

**Position: Instructor, Zero Robotics -After School Explorers Program**

**Location(s): 1 Instructor for each ASE site:**

Grant 1: **Bruceton, West Preston Schools**

Grant 2: **South Preston, Kingwood Elementary Schools**

**Supervisor(s): Site Coordinator, Program Director, Program Assistant, Site Principal, PCS Director of Curriculum**

**Contracted Salary: \$20.00 per hour. Position dependent upon grant funding**

**Budget Source: 21<sup>st</sup> Century Community Learning Center Grant(s)**

**Employment Term**—As needed during summer Zero Robotics program; not to exceed 104.5 hours in any one academic year. This is a grant-funded position. Position contingent upon student enrollment and grant funding.

The purpose of the grant is to improve parent and student achievement to ensure that families receive the highest educational opportunities and achievement possible.

**Position Goals:** For the duration of the After School Explorers Zero Robotics Program, with staff training before program start; 7.5 hours direct instruction, 2 days per week (M-Th)(*or as determined by ZR staff consensus*);also includes additional hours to be used for planning, record keeping, documentation, program maintenance, program marketing, student sign in/out per posting. Contract includes additional paid time for staff orientation & trainings, family and special events and sustainability to promote family achievement. This includes 1 field trip to NASA and NASA training in Fairmont, WV.

**Minimum Qualifications:**

1. High School Diploma or TASC
2. Coding Experience
3. Preference given to those with previous Zero Robotics experience
4. Ability to use computer lab and Zero Robotics curriculum.
5. Excellent ability to complete **computerized** and paper documentation and complete all tasking on time
6. Experience working with students in grades 4-9 preferred
7. Experience with instructional technology and multi-media equipment (e.g., Computers, Power Point, White Boards, Smart Boards, Handheld computers) preferred
8. Experience implementing The EdVenture Group After School Excellence –ASE STREAM program preferred
9. Ability to communicate well with children, school staff, volunteers, families and community members
10. Experience working with at-risk children, children with disabilities and children who are low SES.
11. Excellent interpersonal and organizational skills
12. First Aid and CPR Certification preferred
13. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not-eligible for consideration.

14. Satisfactory references concerning past performances
15. Satisfactory past evaluations.

**Duties and Responsibilities:**

1. Provide dynamic and exciting direct instruction and constant supervision to students enrolled in the After School Explorers ZERO ROBOTICS program.
2. Complete accurate time sheets per PCS calendar that include date, time worked, and a brief, detailed narration of what was accomplished in a timely manner to Site Coordinator.
3. Submit instructor lesson plans with time sheets per PCS calendar. 1<sup>st</sup> time sheet will include lesson plans from previous week(s) as well as plans for the following pay period. Subsequent time sheets will include plans for the following pay period. Plans will be submitted to Site Coordinator for review and then to the Program Director.
4. Assist with daily attendance and snack count (if applicable) during each session as requested by Site Coordinator.
5. Complete Activity Reports at the end of each session and submit completed reports to Site Coordinator at the end of each month.
6. Assist Site Coordinator as needed. This will include enrichment activities for the program based on the ZERO ROBOTICS curriculum.
7. Provide direct ZERO ROBOTICS instruction as planned, enrichment as aligned with the 21<sup>st</sup> Century College and Career Readiness Standards and Objectives and recreation to promote overall health and wellness.
8. Monitor student progress with ZERO ROBOTICS with pre and post testing, lessons and assessments. Provide progress reports to students and parents on a weekly basis. Provide copy of progress reports to Site Coordinator.
9. Collaborate and document contact with parents to target and provide services based on student, family and school needs.
10. Attend trainings, staff meetings, parent trainings and family enrichment activities as scheduled and required.
11. Assist Site Coordinator with recruiting and scheduling volunteers and speakers for ZERO ROBOTICS programming and added enrichment.
12. Assist Site Coordinator with conducting 1 ZERO ROBOTICS school based fire drill during the 5-week program.
13. Assist in activities geared to financially sustain programming when grant funding has ceased, to include grant writing and fund raising.
14. Clean up any school areas used, including bathrooms; removal and disposal of trash on a daily basis.
15. Complete evaluation with Site Coordinator
16. Assist Site Coordinator in other areas as assigned or requested.

**To Apply:** Submit application or bid sheet, resume and cover letter to Preston County Schools.

**Equal Employment Opportunity:**

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood WV 26537, phone 304-329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.