

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--21st Century Community Learning Center Grant
Zero Robotics**

Position: Zero Robotics Site Coordinator-After School Explorers Program

Location(s): 1 Site Coordinator for each ASE site:

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

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

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

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

Budget Source: 21st Century Community Learning Center Grant(s)

Employment Term—As needed during the summer Zero Robotics program; not to exceed 115.5 hours in any one academic year. This is a grant-funded position. Position contingent on 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 mandatory training at NASA in Fairmont, WV.

Minimum Qualifications:

1. High School Diploma or TASC;
2. Coding Experience
3. Preference given to those who have 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, IPADS, NASA trainings, google docs) preferred
8. Ability to communicate well with children, school staff, volunteers, families and community members
9. Experience working with at-risk children, children with disabilities and children who are low SES.
10. Excellent interpersonal and organizational skills

11. First Aid and CPR Certification preferred
12. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not-eligible for consideration.
13. Satisfactory references concerning past performances
14. Satisfactory past evaluations.

Duties and Responsibilities:

1. Oversee daily operation of ASE ZERO ROBOTICS program at the school site.
2. Secure subs in the event that instructors are not available.
3. Provide dynamic and exciting direct instruction and constant supervision to students enrolled in the After School Explorers ZERO ROBOTICS program.
4. Provide enrollment forms. Verify completion and maintain student enrollment forms on all students enrolled in program. Verify that all forms are complete. Provide copies of all forms to Project Director as necessary for Annual Performance Report (APR).
5. Coordinate site trainings, staff meetings, parent trainings and family enrichment as required.
6. Attend coordinator meetings, trainings, staff meetings, parent trainings and family enrichment as required.
7. Oversee site instructors to ensure students are receiving a well-rounded, multi-faceted education during ZERO ROBOTICS. Maintain adequate Instructor scheduling to meet proper teacher student ratio.
8. Collaborate and schedule grant partners, special presenters and volunteers to provide enrichment and assist with programming.
9. Collaborate and schedule participant's parents or designated family representative to help during ZERO ROBOTICS.
10. Provide direct instruction as outlined in curriculum to concentrate on ZERO ROBOTICS including tutoring to students as needed, enrichment as aligned with the 21st Century College and Career Readiness Standards and recreation to promote overall health and wellness.
11. Take attendance and meal count (if applicable) during each ZERO ROBOTICS session and record totals for reports.
12. Maintain attendance, student sign in/sign out and snack/meal count on master spread sheet. Upload reports to Program Director weekly
13. Verify that Activity Reports are completed after each session by ALL instructors. Email Activity Reports to the Program Director weekly
14. Complete and submit accurate time sheets per PCS payroll calendar that include date, time worked and brief, detailed narration of work completed as well as personal lesson plans. First 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 and time sheets will be submitted to the Program Director. Check for accuracy.
15. Review, maintain and submit instructor lesson plans and time sheets per PCS calendar. Each instructor time sheet must include lesson plans for next pay period (with exception of first time sheet which will also include plans from previous weeks). All must be submitted to Program Director.
16. Conduct 1 ZERO ROBOTICS fire drill during program period. Provide documentation of fire drill to Program Director.
17. Initiate use of Zero Robotics curriculum. Utilize pre-testing, lessons and post-testing to monitor gains. Provide testing documentation with reports.
18. Monitor student progress in ZERO ROBOTICS.
19. Collaborate and document contact with parents and staff to target and provide services based on student and school needs. Document communications in communication log.
20. Complete program post assessment survey with students
21. Plan and assist in activities designed to help sustain program after grant funding has ceased, to include grant writing and fund raising.
22. Coordinate and arrange volunteer background checks for any volunteer.
23. Clean up any school areas used, including bathrooms; removal and disposal of trash on a daily basis.
24. Complete staff evaluations

25. Assist with other duties as assigned.

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.

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