

ASE Substitute Instructor

**PRESTON COUNTY SCHOOLS**  
**731 Preston Drive, Kingwood WV 26537**  
**2017-18 School Year**  
**Notice of Vacancy for Extracurricular Contract**

**Posting Date:** 9/5/17

**Closing Date:** Until Filled

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

**Position:** SUBSTITUTE Instructors-After School Explorers Program

**Location:** County

**Schedule:** As needed based on absence of Instructor.

**Contracted Salary:** \$20.00 per hour called as needed in the event that regular staff cannot attend.

**Supervisor:** Site Coordinator, Program Director, Program Assistant, Site Principal, PCS Curriculum Coordinator, Director of Federal Programming

**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**—Upon approval through the end of the grant funding cycle. 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 25-week After School Explorer's Program, 2-hours direct instruction continuing after the end of the regular school day, 4 days per week (M-Th).

**Minimum Qualifications:**

1. High School Diploma or TASC
2. Excellent ability to complete computerized and paper documentation and complete all tasking on time
3. Experience working with students in grades K-8
4. Experience and proficiency with instructional technology and multi-media equipment (e.g., Power Point, White Boards, Smart Boards, Handheld computers, IPADS, Google Docs)
5. Experience implementing The EdVenture Group After School Excellence –ASE STREAM program preferred
6. Ability to communicate well with children, parents, school staff, volunteers, families and community members
7. Experience working with at-risk, with disabilities, low performing and/or low SES children.
8. Excellent interpersonal and organizational skills
9. First Aid and CPR Certification preferred
10. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not-eligible for consideration.
11. Satisfactory references concerning past performances
12. Satisfactory past evaluations.

**Duties and Responsibilities:**

1. Provide direct instruction and constant supervision to children enrolled in the after school program.

2. Complete and submit 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. If long term sub.
4. Assist with daily attendance and snack count 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.
7. Provide direct after school instruction as planned to include Reading, Math, Help completing homework, Enrichment as aligned with the 21<sup>st</sup> Century After School Standards and Recreation to promote overall health and wellness as well as Multi-Cultural Education, Parenting Programs, Family Fun Nights, Community Service Projects, Drug, Alcohol & Tobacco Prevention Activities, Character Education, Community Service, Career Awareness Activities and sustainability.
8. Monitor student progress with EdVenture per and post testing, lessons and assessments. Provide progress reports to regular day teachers, students and parents on at least a monthly basis. Provide copy of progress reports to Site Coordinator.
9. Collaborate and document monthly contact with parents and regular day teachers 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 after school programming and added enrichment.
12. Assist Site Coordinator with a monthly article on after school program for various media.
13. Assist Site Coordinator with at least 1 county coordinator staff training meeting.
14. Assist Site Coordinator with conducting 3 after school fire drills during the 25 week program.
15. Assist in activities geared to financially sustain programming when grant funding has ceased, to include grant writing and fund raising.
16. Complete evaluation with Site Coordinator
17. 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.

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