

**Notice of Vacancy for Extracurricular Assignment**

**Posting Date:** December 15, 2017

**Closing Date:** Until Filled

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

**Position:** Parent Mentor-After School Explorers Program

**Location(s):** Rowlesburg School

**Supervisor(s):** Parent Mentor County Coordinator, 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**— Upon approval through the end of the 2017-18 grant funding cycle; not to exceed 86 hours for the grant cycle or balance of remaining hours in contract. This is a grant funded position. Position contingent upon parent/student enrollment

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, provide 2-hours of direct consecutive instruction to Little Learner families 1 time per week; also includes additional hours to be used for planning, record keeping, documentation, program marketing, program maintenance, 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.

**Minimum Qualifications:**

1. High School Diploma or TACS; Bachelor's Degree preferred
2. Excellent ability to complete **computerized** and paper documentation and complete all tasking on time
3. High Energy, Excited to be teaching and working with families!
4. Experience working with adults and children aged 2-4 preferred
5. Experience with instructional technology, multi-media equipment and computers (e.g., Power Point, Word processing, spreadsheets, Google Docs) preferred, including the ability to scan, email and text.
6. Experience with the operation of a library preferred
7. Ability to communicate well to children, school staff, volunteers, families, and community members
8. Experience working with at-risk children and children with disabilities
9. Excellent interpersonal and organizational skills
10. First Aid and CPR Certification preferred
11. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not-eligible for consideration.
12. Satisfactory references concerning past performances
13. Satisfactory past evaluations.
- 14.

**Duties and Responsibilities:**

1. Attend trainings, at least one (1) weekly ASE staff meeting per month, parent trainings and family enrichment as required.
2. Attend monthly Parent Mentor team meeting
3. Survey community/parents on day of the week for program and time of program. Also survey for family goals for learning. Communicate with attending families to coordinate programs which would best suit their scheduling needs according to survey results. Scheduling to be approved by school principal.
4. Conduct a 2-hour weekly Little Learner's toddler program session. Collaborate with site principal and staff to schedule appropriate time and location within or outside school facility.
5. Market Little Learners program to area families by using various marketing media which may include but is not limited to: press releases, fliers, school messenger, remind.com, social media, church bulletins and poster blitzes as utilized by the community.
6. Conduct a 1-hour weekly evening community library use and story hour themed program. Collaborate with site principal and staff to schedule appropriate time and location within school facility.
7. Market Community Library program to area families by using various marketing media which can include but is not limited to: press releases, fliers, school messenger, remind.com, social media, church bulletins and poster blitzes as utilized by the community.
8. Collaborate with PCS Parent Volunteer Liaison to provide READ ALOUD volunteers for evening community library program. Work with volunteers to read to children, including the Preston High School Child Care program.
9. Complete and maintain enrollment forms on all little learners and care givers enrolled in program. Verify that forms are complete and signed. Provide copies of all forms to Parent Mentor County Coordinator by the 5<sup>th</sup> of the following month for Annual Performance Report (APR).
10. Provide sign in sheet for each weekly program (Little Learner and library story hour). Submit sign in sheets by the 5<sup>th</sup> of the following month via email to Parent Mentor County Coordinator.
11. Conduct 1 after school fire drill during 25 week program period. Provide documentation of drills to Parent Mentor County Coordinator.
12. Monitor caregiver and Little Learner progress in Little Learner program via session evaluation during or at the end of each session.
13. Complete Activity Reports and submit monthly to Parent Mentor County Coordinator via email.
14. Collaborate with and schedule grant partners, special presenters and volunteers to provide enrichment and assist with programming (example, what your child should know before starting kindergarten, how to play and learn). Email Memorandum of Understanding (MOU) to Parent Mentor County Coordinator for each presenter for the month. Email monthly volunteers and volunteer hours served as well as in-kind donation report to Parent Mentor County Coordinator by the 5<sup>th</sup> of the following month.
15. Collaborate and document contact with parents and teachers to target and provide services based on little learners and school needs.

16. Complete and submit accurate time sheets per PCS 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 Site Coordinator for review prior to submitting to Program Director.
17. Assist ASE program with organizing and conducting at least 3 parenting and/or family night events during the 25-week program.
18. Assist Site Coordinator with maintaining program inventory including review at the beginning of the program and updated inventory at the end of the program year as needed.
19. Recruit parents to serve on a Little Learner parent advisory committee to meet at least 1 to 2 times per year.
20. Assist in activities designed to help sustain program after grant funding has ceased, to include grant writing and active fund raising.
21. Complete staff evaluation with Parent Mentor County Coordinator.

**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.*

PRESTON COUNTY SCHOOLS