

ASE SUBSTITUTE SITE
COORDINATOR

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood WV 26537
2017-18 School Year

Notice of Vacancy for Extracurricular Contract

Posting Date: January 11, 2018

Closing Date: January 18, 2018

After School Explorers--21st Century Community Learning Center Grant

Position: SUBSTITUTE Site Coordinators (3) - After School Explorers Program

Location(s): South Preston School

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—This is a temporary position and will cease when the Site Coordinator position is filled; AS NEEDED; not to exceed 15 hours per month per substitute site coordinator. This is a grant funded position. Position contingent upon 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, beginning in September/October 2-hours direct instruction continuing after the end of the regular school day, 4 days per week (M-Th), 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.

Minimum Qualifications:

1. High School Diploma, TACS, Bachelor's Degree preferred
2. Excellent ability to complete computerized and paper documentation and complete all tasking on time
3. Experience working with students in grades K-8 preferred
4. Experience with instructional technology and multi-media equipment (e.g., Power Point, White Boards, Smart Boards, Handheld computers) preferred
5. Experience implementing The EdVenture Group After School Excellence –ASE STEAM program preferred
6. Ability to communicate well to children, school staff, volunteers, families and community members
7. Experience working with at-risk children and children with disabilities
8. Excellent interpersonal and organizational skills
9. Experience with STEM and NASA preferred
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.

Duties and Responsibilities:

1. Oversee daily operation of after school program at the school site.
2. Make program attendance a priority. If an absence is necessary, alert Program Director immediately and attempt locate an appropriate ASE sub.

3. Post, maintain and update site schedule, program and staff contact information, calendar of events, grant goals, media statement and special events in a prominently visible location for ASE staff, ASE students, ASE parents, school day staff and community (including supply cabinet)
4. Complete and maintain student enrollment forms on all students enrolled in program. Verify that forms are complete and signed. Provide copies of all forms to Project Director as necessary for Annual Performance Report (APR). Keep forms in ASE binder for access to all ASE staff members. Documentation must be maintained for 7-years per federal requirements.
5. Coordinate site trainings (as needed), weekly staff meetings, weekly staff planning, and a minimum of three (3) parent trainings and/or family enrichment activities. Responsible to host one county wide site coordinator training at school site.
6. Attend monthly coordinator meetings, trainings, staff meetings, parent trainings and family enrichment as required. Attend and/or present at site LSIC and/or day staff meetings as requested and/or approved by site principal.
7. Collaborate with Title I parent volunteer program, PTO/PTA, other school committees and community programs to secure volunteers and offer additional family programming.
8. Oversee site instructors to ensure students are receiving a well-rounded, multi-faceted education during their after school time. Maintain adequate Instructor scheduling to meet proper instructor-student ratio. If student attendance falls below instructor-student ratio as outlined in grant, additional instructors must not stay for program until attendance increases.(12:1 or 16:1)
9. Collaborate and schedule grant partners, special presenters and volunteers to provide enrichment and assist with programming. Email Memorandum of Understanding (MOU) to Program Director for each presenter or in-kind donation monthly.
10. Email monthly volunteers/hours served.
11. Provide direct after school instruction as planned to include working with students as needed in Reading/Math, help completing homework, enrichment as aligned with the 21st Century Common Core Standards and Recreation to promote overall health and wellness. In addition provide opportunities for Multi-Cultural Education, Parenting Programs/Family Fun Nights, Community Service Projects, Drug, Alcohol & Tobacco Prevention Activities, Character Education and Career Awareness Activities.
12. Take attendance and snack count during each after school session. Students must initial or sign daily attendance rosters, parent/guardian/authorized individual must sign students out UNLESS student rides a bus home.
13. Maintain attendance, student sign in/sign out and snack/meal count on master spread sheet. Email reports to Program Director on or before the 5th of the following month.
14. Verify that Activity Reports are completed after each session by ALL instructors. Email Activity Reports each month to Program Director by the 5th of the following month.
15. Complete, review, check for accuracy and submit staff time sheets per PCS calendar that include date, time worked and brief, detailed narration of work completed as well as respective staff lesson plans for the site. 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 by email to the Program Director.
16. All time sheets and lesson plans must be checked, reviewed for accuracy and signed by site coordinator prior to being submitted to Program Director.
17. Prior to the beginning of the 25 week program, contact regular day teachers for referrals to program. Near the beginning of program contact regular day teachers to obtain teacher contact information and/or about completing WVDE teacher survey of program.
18. Provide documentation on teacher and parent contact monthly.
19. Near the end of the 25 week program, contact regular day staff and encourage them to complete teacher survey on students who attended the after school program a minimum of 30 days.
20. With the school's Parent Volunteer Liaison, organize and conduct at least 3 parenting events and/or family night events during the 25 week program.
21. Conduct 3 after school fire drills during 25 week program period. Provide documentation of drills to Program Director.
22. Maintain program inventory including review at the beginning of the program and updated inventory at the end of the program year.
23. Initiate use of EdVenture enrichment programs. Utilize pre-testing, lessons and post-testing provided by EdVenture. Email testing results each month to Program Director by the 5th of the following month.

24. Monitor student progress in after school program. Collaborate and document contact with parents and school day teachers to target and provide services based on student and school needs.
25. Prepare a monthly article on the after school program with staff members for media publication submit by the 5th of the month.
26. Submit 20 pictures of programming events to Program Director by the 5th of each month.
27. Prepare at least one video of an ASE Activity.
28. Assist in activities designed to help sustain program after grant funding has ceased, to include grant writing and active fund raising.
29. Maintain volunteer background checks and provide copy to Program Director for any long-term volunteers.
30. Perform other work related duties as assigned by the Program Director and/or Assistant
31. Complete staff evaluation with Program Director.

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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