Budget Source: 21st Century Community Learning Center Grant

Supervisor: ASE Program Director/Site Coordinator

Employment Term: 26-27 school year. This is a grant funded position. All positions contingent upon enrollment.

Minimum Qualifications:

- · Bachelor's degree or associate Degree preferred; HS Diploma required
- · Experience working with Preston County Schools preferred.
- · Experience working with at-risk youth.
- · Relate well with children and adults.
- · Excellent interpersonal skills.
- · Excellent organizational skills.
- · Experience working with parents and community preferred.
- · Working computer knowledge (Office365 products).
- · Experience working with afterschool programming.
- · Experience teaching reading and math preferred.

Job Description:

- · Provide direct instruction and constant supervision to elementary students enrolled in the extended learning programming.
- · Complete and submit accurate time sheets on time, per PCS time sheet calendar.
- · Plan lessons, based on individual student needs that remediate, enrich, and/or meet student interests.
- · Provide direct instruction to students, based on student needs and interests, and analyzed data.
- · Monitor student progress with Preston County Schools assessment tools.
- · Report progress regularly to Site Coordinator, students, parents, and regular school day staff.
- · Attend training courses and meetings, as necessary.
- · Work non-traditional hours (beyond regular school day and/or year).
- · Placement with either academic support or enrichment track. This will be determined by the Site Coordinator.
- Other duties as assigned.