

Clay Elementary  
Professional Job Posting – Afterschool Teacher  
School Year 2022-2023

\* Afterschool positions will be offered based on student enrollment and available funding. A minimum enrollment of 10 students per teacher is required for each session in order to provide afterschool services. Positions may be terminated if funding ends or enrollment is insufficient.

Positions:

1. Math (Grades 2-5) (2 Nights Per Week/30 Minutes per session)

Job Description:

- Provide afterschool instruction one to four evenings per week based upon program design and student needs.
- Document afterschool lessons following program guidelines.
- Attend all professional development related to afterschool duties, including three mandatory days of training prior to the start of the school year.
- Complete required documentation, including attendance for all students, in an accurate and timely manner, and maintain afterschool records.
- Recruit and sign up students weekly.
- Align afterschool activities with regular-day programming.
- Communicate with regular-day teachers to provide Support for Personalized Learning (SPL).
- Involve parents by utilizing volunteers, scheduling parent activities, and conducting family nights.

Terms of Employment: September 6, 2022 – April 20, 2023 (Make-up days will be added in the event afterschool is cancelled.)

All teachers must complete required training provided by Save the Children.

\*Teachers must also have completed training in Microsoft Office Teams and be prepared to offer instruction through Teams in the event of a school closure.

Qualifications: Teaching certification required. However, in the event no fully certified teacher is available, candidates with substitute teaching experience or service personnel will be considered. Also, candidates not employed by Clay County Schools who have expertise and experience in enrichment areas will be considered pending a satisfactory background check.

Compensation: \$22.00 per hour for certified staff and \$20.00 per hour for non-certified staff (up to 3 hours per evening depending on location and bus schedule)

Date of Posting: September 1, 2022 – September 8, 2022

Send the attached bid sheet to Joe Paxton, Superintendent of Clay County Schools, Post Office Box 120, Clay, WV 25043. Bids must arrive in the Central Office by 3:00 P.M. on Thursday, September 8, 2022. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information, please contact program director, Dr. Michelle Samples, at 304-587-4266, or [emsample@k12.wv.us](mailto:emsample@k12.wv.us).

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability, and retaliation.