

Clay County High School

Professional Job Posting – Afterschool Site Coordinator

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.

**Site Coordinators must commit to either 2 or 4 nights per week at the school of their choice; each school will have either 2 Site Coordinators (working 2 nights each) or 1 Site Coordinator (working all 4 nights).**

Job Description

The site coordinator will help manage and provide a high-quality afterschool program.

- Ensure the safety and security of all students enrolled.
- Make certain county and afterschool policies and procedures are followed.
- Verify compliance to the afterschool program schedule.
- Support teachers in delivering the afterschool curriculum.
- Validate afterschool lessons address needs of students, fostering more consistency between regular-day and afterschool programs.
- Demonstrate ability to use technology for collection and communication of all program-required data to the 21<sup>st</sup> Century Grant Director, according to grant requirements, in an accurate and timely manner.
- Attend all professional development related to the afterschool program.
- Communicate regularly with the 21<sup>st</sup> Century Grant Director and building principal regarding afterschool activities.
- Recruit students for participation in the program each week.
- Be available to teach sessions when needed.
- Collaborate effectively with stakeholders.
- Help monitor activity bus radio.
- Comply with any additional grant-related needs or requirements as needed.

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

Qualifications: Successful candidates must have teacher and/or administrative certification at the appropriate programmatic level. Candidates must be available to work two or four evenings per week.

Compensation: \$25.00 per hour (2.5 hours per evening)

Date of Posting: August 22, 2022 – August 26, 2022

Apply in writing using 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 Friday, August 26, 2022. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

For additional information, please contact Dr. Michelle Samples, Program Director, 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.



## Clay County Schools

### 2022-2023 Afterschool Site Coordinator Bid Sheet



Name: \_\_\_\_\_

\* Number of evenings per week you want to work:

\_\_\_\_\_ 2      \_\_\_\_\_ 4

Days of the week you are available to work: \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs.

School Preference:

\_\_\_ Clay High