

# **ELEMENTARY EXTENDED DAY PROGRAM EXTRACURRICULAR**

Program dependent upon student enrollment; must have enrollment to support continuation of program. Professionals will report to their principal and/or central office staff responsible for the program. Professionals hired for this program will continue in the program until discontinued or unless the qualifications/responsibilities are not met, or until the qualifications/responsibilities/criteria changes.

\*At the principal's discretion, two or more individuals may share this position, with time being adjusted between staff, to meet the needs of the students; Criteria for placement in the school setting may be established by the principal with appropriate input from school staff.

## **Qualifications:**

1. Must be certified in elementary education.
2. Must have successful experience with elementary age students.
3. Must be assigned to the targeted school.
4. Preference for individual with experience working in school/community/after-school programs.
5. Knowledge of West Virginia Summative Assessment and Content Standards in grades K-

## **Responsibilities:**

1. Ability to plan and implement a developmentally appropriate extended day program for approximately 15 students (K-5).
2. Provide tutorial instruction or appropriate activities for students K-5.
3. Provide documentation of instructional time/activities and submit to administrator for payroll,
4. Maintain accurate bookkeeping, receipts, schedules, and other pertinent paperwork.

## **DETAILS:**

As noted on job posting.

## **Compensation:**

\$20.00 per hour

## **NOTE:**

Teacher(s) will not be paid beyond the first 15 minutes if there are no students to tutor or attending the extracurricular program at which time the teacher may leave.