MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Extracurricular- DREAMS Facilitator

REPORTS TO: Director of Student Services

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: August 1, 2015-June 30, 2016

COMPENSATION: $35.00 an hour (up to seventeen hours a week)

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310.

JOB SUMMARY: The job of DREAMS Facilitator was established for the purpose/s of supporting the DREAMS after school programs with specific responsibility for the routine general administration and onsite implementation of the District’s after school programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Collaborates with internal and external personnel (e.g. administrators, vendors, facility managers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

2. Maintains manual and electronic files and records for the purpose of documenting activities, providing written reference and meeting mandated requirements.

3. Participates in organizing meetings, workshops, seminars, etc. (e.g. staff trainings, parent meetings, etc.) for the purpose of identifying issues, gaining knowledge, providing information and/or supporting site staff.

4. Prepares a variety of documents and reports (e.g. attendance, budget, daily activity, daily program content, etc.) for the purpose of providing written support and/or conveying information.

5. Researches a variety of topics (e.g. grants, community service projects, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
ORGANIZATIONAL RELATIONSHIPS:

- Directly responsible to the Director of Student Services
- Works cooperatively with all schools, county staff; community, and WVDE.

QUALIFICATION REQUIREMENTS:

- Qualifications as outlined in West Virginia Code §18A-4-7a;
- Meet minimum standard for certification as set forth by West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel;
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors;
- Must be available during the school day to fulfill job responsibilities at each school;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and Criminal history check of new applicants for licensure as per WV Code §18A-3

EDUCATION AND/OR EXPERIENCE:

Possesses the minimum of a bachelor's degree

REASONING AND OTHER SKILLS/ABILITIES:

- SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; developing effective working relationships; and teaching and working directly with children, effective discipline and preparing and maintaining accurate records.
- KNOWLEDGE is required to perform basic math, including calculations using fractions, percent’s, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent policies, regulations and/or personnel processes; teaching and supervising children; programming for children; and office equipment/software.
- ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Specific ability-based competencies required to satisfactorily perform the
functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, to stand, to walk, to go up and down stairs, to operate foot and hand controls, to use a telephone, to use a computer, to use interactive technologies, and to write. The employee will need to lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds or more. While performing the duties of this job, the employee may occasionally push or lift boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab carts

- Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Inga Barker, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education’s Director of the Office of Civil Rights.

June 2015