

MCDOWELL COUNTY SCHOOLS
Job Description

POSITION: 21st CCLC (DREAMS 2) Site Coordinator
(Grant Funded)

REPORTS TO: Adult/Student Special Programs Coordinator

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: 2 hours per day M-F during school term

COMPENSATION: \$35 per hour

EVALUATION: Performance in this position will be evaluated annually by Adult/Student Special Programs Coordinator in accordance with McDowell County BOE's Policy for Performance Evaluation for Professional Personnel and WV State Code.

JOB SUMMARY: The DREAMS 2 site coordinator/teacher will provide school activities that focus on: student achievement in the areas of Language Arts, Math, Science, and Fine Arts, parental involvement within the schools, community service, decreasing disciplinary infractions, and providing counseling/mentoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direct instruction
- Provide transitional activities
- Attend scheduled trainings and meetings as needed
- Guide educational/enrichment activities
- Coordinate volunteer activities
- Schedule, participate, and supervise enrichment activities for students and parents

SUPERVISORY RESPONSIBILITIES: Exercise supervision over students

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Possesses appropriate credential
- Previous experience with after school programs preferred
- Experience with facilitating student/adult activities
- Reading and/or Math certification preferred
- Knowledgeable about technology and computer programs
- On-site applicants preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possess a valid WV Teaching Certificate

LANGUAGE SKILLS: Ability to read, analyze, and interpret information. Ability to write reports. Ability to effectively present information and respond to questions from groups of parents, teachers, and the general public.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING AND OTHER SKILLS/ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books or data projector/computer carts. The employee is directly responsible for safety, well-being, or work output of other people. 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 moderate to loud. Duties are performed indoors and occasionally outdoors.

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 Diana Nash, 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.