

## MCDOWELL COUNTY SCHOOLS

### Job Description

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**POSITION:** K-2 After School Instructor

**REPORTS TO:** Adult/Student Special Programs Coordinator/ Title I Director/  
21<sup>st</sup> CCLC Site Facilitator

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** Elementary School: M-Th during school year

**COMPENSATION:** \$35.00 per hour

**EVALUATION:** Performance of this job will be evaluated in accordance with this job description and board policy on the evaluation of professional personnel.

**JOB SUMMARY:** A professional educator whose role is to improve math and literacy skills in grades K-2.

#### QUALIFICATIONS:

- Previous experience with after school programs preferred
- Experience with tutoring/mentoring students/adults
- Able to communicate effectively at the school and community levels
- Knowledge of technology and computer operation/instruction
- On-site applicants preferred

#### CERTIFICATION:

- Valid Teaching Certificate
- Reading and/or Math for grades K-2 certification preferred

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide tutorial services to students in reading and math
- Help students develop a positive self-image
- Collaborate with other staff members to foster a positive school climate
- Work with students individually and in groups
- Help guide educational/enrichment activities
- Prepare and maintain academic and behavioral reports
- Recruit students for the program if necessary

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- Contact parents/classroom teachers regarding student performance
- Schedule, participate, and supervise enrichment activities for students and parents
- Attend scheduled trainings and meetings

**ORGANIZATIONAL RELATIONSHIPS:**

- Works cooperatively with all school staff.
- Adult/Student Special Programs Coordinator/ Title I Director/ 21<sup>st</sup> CCLC Site Facilitator

**SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students, and volunteers. Supervises students in instructional settings in order to assure their health and safety.

**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 boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab 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 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 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.*

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