

**Marion County Board of Education
200 Gaston Avenue
Fairmont WV 26554**

To: Qualified Applicants
From: Andy Neptune, Administrative Assistant
Subject: Vacancies
Date: October 11, 2017

The following position is being considered **based on funding** for 21st Century Community Learning Center grant to support after-school programs for students. The center will offer a wide variety of activities including enrichments, interventions in reading and math, Hands On Science Outreach, community youth programs, homework help and drug, tobacco and character education for the 2017-18 school year ONLY.

21st Century Community Learning Center Coordinator – Watson P17 10 11 01

Qualifications:

- Elementary certification
- Excellent written and verbal communication skills
- Ability to schedule, manage and work without direct supervision
- Excellent organizational skills
- Computer work processing skill: WORD, EXCEL
- Experience working in an after-school or other informal education programs required
- Experience working with 21st Century Community Learning Center grants (required)

Responsibilities:

- Planning and scheduling after-school program of activities for students
- Coordinate and implement activities for parents of students attending the after-school program
- Supervise after-school program daily
- Maintain attendance and discipline records of students attending after-school program
- Communicate daily with principal and classroom teachers about student needs and aspects of the after-school program
- Complete all district and state reports required for 21st CCLC
- Oversee evaluation activities of 21st CCLC
- Facilitate partnerships with appropriate public and private agencies that provide services for students and families
- Participate in district and/or state meetings concerning 21st CCLC
- Publicize activities of 21st CCLC
- Perform all other duties as assigned

Reports to : Principal
Sally Morgan, Technology Integration Specialist
Randall Farley, Administrative Assistant of C & I

Length of Employment: One year, 210 days beginning with the 2017-18 school year. Continuation of position is dependent upon funding. Hours are Monday – Friday, 10:00 am to 6:00 pm.

Salary: As per Marion County Scale for salary class and years of experience.

Anyone interested in applying for a position should submit an Application for Vacancy Form (available in the school building, work sites, and in the personnel office) to the Personnel Office, Marion County Board of Education, 1516 Mary Lou Retton Drive, Fairmont, WV 26554, and must be received in his office no later than 4:00 p.m. October 17, 2017.

“No person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Posting Number MUST be on all vacancy forms .