Notice of Vacancy
21st Century Community Learning Center Grant
After School Explorers—Zero Robotics

Posting Date: June 10, 2016
Closing Date: Until filled

Application Process: Submit a letter of interest, a bid sheet, copy of teaching certificate, and a resume to the personnel office by mail or fax at (304) 329-0720 by 4:00 pm on the closing date. Funded by ASE grants 1 and 2.

Position: Substitute Instructor—After School Explorers Program—Zero Robotics

Locations:
Grant #1: Sub Instructor for the following sites: South Preston School, Kingwood Elementary
Grant #2: Sub Instructor for the following sites: Bruceton School, Valley Elementary

Schedule: For the duration of the 5-week After School Explorers Zero Robotics Program, 5 hours of direct instruction each day as needed. Zero Robotics will begin July 6, 2016, and occur Monday, Tuesday and Wednesday from 8am to 1pm. There will be travel one day of the 2nd week of the program for training at NASA with students and travel in August 2016, (TBA) to NASA for the competition in Fairmont. Position is contingent upon grant funding.

Contract Term: Upon approval through August 30, 2016, as determined by available grant budget, grant funding and site enrollment.

Contracted Salary: $20.00 per hour; called as needed in the event that regular staff cannot attend

Supervisor: Site Coordinator, Program Director, Site Principal, PCS Curriculum Director, Director of Federal Programming

Qualifications:
1. High School Diploma
2. High-energy and excited to be teaching and working with students!
3. Team Player
4. Preference given to those who attended the Zero Robotics training May 21, 2016, at NASA
5. Ability to use computer lab and Zero Robotics curriculum.
6. Excellent ability to complete computerized and paper documentation and complete all tasking on time
7. Experience working with students in grades 4-9 preferred
8. Experience with instructional technology and multi-media equipment (e.g., Computers, Power Point, White Boards, Smart Boards, Handheld computers) preferred
9. Experience implementing The EdVenture Group After School Excellence —ASE STREAM program preferred
10. Ability to communicate well with children, school staff, volunteers, families and community members
11. Experience working with at-risk children, children with disabilities and children who are low SES.
12. Excellent interpersonal and organizational skills
13. First Aid and CPR Certification preferred
**Substitute Job Description/Major Duties:**

1. Sub for the missing staff person.
2. Provide dynamic and exciting direct instruction and constant supervision to students enrolled in the After School Explorers ZERO ROBOTICS program.
3. Complete, check for accuracy and submit time sheets per PCS calendar that include date, time worked, and a brief, detailed narration of what was accomplished in a timely manner to Site Coordinator.
4. Submit instructor lesson plans with time sheets per PCS calendar. 1st time sheet will include lesson plans from previous week(s) as well as plans for the following pay period. Subsequent time sheets will include plans for the following pay period. Plans will be submitted to Site Coordinator for review and then to the Program Director.
5. Assist with daily attendance and (snack) count during each session as requested by Site Coordinator.
6. Complete Activity Reports at the end of each session and submit completed reports to Site Coordinator at the end of each month.
7. Assist Site Coordinator as needed at the beginning of 5-week program. This will include enrichment activities for the program based on the ZERO ROBOTICS curriculum.
8. Provide direct ZERO ROBOTICS instruction as planned, enrichment as aligned with the 21st Century College and Career Readiness Standards and Objectives and recreation to promote overall health and wellness.
9. Monitor student progress with ZERO ROBOTICS with pre and post testing, lessons and assessments. Provide progress reports to students and parents on a weekly basis. Provide copy of progress reports to Site Coordinator.
10. Collaborate and document contact with parents to target and provide services based on student, family and school needs.
11. Attend trainings, staff meetings, parent trainings and family enrichment activities as scheduled and required.
12. Assist Site Coordinator with recruiting and scheduling volunteers and speakers for ZERO ROBOTICS programming and added enrichment.
13. Assist Site Coordinator with conducting 1 ZERO ROBOTICS school-based fire drill during the 6-week program.
14. Assist in activities geared to financially sustain programming when grant funding has ceased, to include grant writing and fund raising.
15. Clean up any school areas used, including bathrooms; removal and disposal of trash on a daily basis.
16. Assist Site Coordinator in other areas as assigned or requested.

Equal Employment Opportunity:

*As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquires may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537 Phone 304-329-0580, or to the United States Department of Education, Director of the Office for Civil Rights.*