**RESA 4 21ST CENTURY COMMUNITY LEARNING CENTER GRANT**

**PROJECT: SUCCESS**

POSITION: Project ELA Tutor/Enrichment Instructor

LOCATION: Valley High School

QUALIFICATIONS:

* Appropriate West Virginia teacher certification
* Master’s degree in reading or Reading Specialist Certificate preferred
* Experience teaching at the secondary school level
* Response to Intervention training preferred
* Good communication skills, both verbal and written
* Good organizational skills
* Proficient in use of e-mail, word processing, presentation software and database applications

SALARY: $23.00 per hour

JOB DESCRIPTION:

* Work with school administrator(s) and teachers to identify students with deficient reading and/or writing skills based on available classroom performance records and test data
* Develop and deliver a site-based reading and writing tutoring program for selected students
* Monitor and report student progress as required
* Collaborate with regular education teachers monthly to align services/instruction to help meet student needs
* Provide ELA-related enrichment activities in areas (such as drama, creative writing, etc.)
* Maintain and submit student records for attendance
* Submit progress reports to parents and school monthly
* Attend staff meetings and trainings as required
* Assist with programs planned for family members of students and community members
* Supervise afterschool students
* Arrive and depart at designated times
* Maintain student confidentiality
* Use planning time effectively

APPLICATION DEADLINE: 4:00 PM Monday, September 11, 2017

EMPLOYMENT TERM: Up to 5 hours per week (1 hour planning, 2 hours of instruction daily-2 days per week) for up to 25 weeks, plus additional planning/meetings before program begins

\*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY: Send resume and letter of application to RESA 4 21st CCLC Director Julia Duffield by email at [julia.duffield@k12.wv.us](mailto:julia.duffield@k12.wv.us) or fax to RESA 4 at 304-872-6442.