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

**PROJECT: SUCCESS**

POSITION: Substitute Instructor

LOCATION: Valley High School

QUALIFICATIONS:

* Appropriate WV secondary teacher certification
* Previous experience with secondary level students preferred
* Good communication skills, both verbal and written
* Good organizational skills

SALARY: $23.00 per hour

JOB DESCRIPTION:

* Work with the site coordinator to cover 21st CCLC Afterschool Offerings
* Maintain and submit student records for attendance
* Submit reports pertaining to the 21st CCLC position that is being covered
* Attend staff meetings and trainings as required
* Supervise afterschool students
* Arrive and depart at designated times
* Maintain student confidentiality
* Use planning time effectively if the time is available

APPLICATION DEADLINE: September 27, 2017

EMPLOYMENT TERM: Per 21st CCLC SUCCESS position need for the 2017-2018 school year

TO APPLY: Send resume and letter of application to Julia Duffield by email to julia.duffield@k12.wv.us or fax to 304-872-6442.