

Cabell County Schools
Job Description
After-School Activity Club
(Extra-Curricular)

Position: After-School Activity Club
Supervisor: Building Administrator
Location: As per posting
Salary: As per Cabell County pay schedule
Purpose: The after-school activity teacher will provide engaging activities that will promote enrichment and school involvement per the subject/interest area indicated on the job posting.

Qualifications:

1. Must hold a valid West Virginia Professional certificate endorsed for the grade levels as indicated on the posting and included on this job description.
2. Must have experience with the programmatic level as indicated in the job posting.
3. Must possess excellent communication skills, both verbal and written.
4. Preference given to individuals with knowledge and experience of students within the school location as indicated on the posting.
5. Preference given to individuals with knowledge of the focus of the evening activity outlined above.
6. Must possess excellent management skills, time on task.
7. Must have skillset of building positive relationships with all students.

Responsibilities:

1. Be prompt/punctual in reporting to the position.
2. Develop and implement engaging lessons and activities that promote educational enrichment related to the subject area per job posting.
3. Work with the school's administrators and teachers to identify targeted students who can benefit from an after-school program.
4. Maintain accurate records of student attendance and submit monthly time and effort sheets.
5. Enforce COVID safety guidelines are followed based on current guidance.
6. Enforce and follow Cabell County Schools Code of Conduct.
7. Anyone accepting this position is mandated to report suspected abuse and neglect.
8. Monitor students to ensure they are picked up by the appropriate parent or guardian.
9. Other responsibilities as assigned by a school administrator.

Revised 11/14/2022