

Cabell County Schools
Job Description
After-School Care/Extended Day Teacher
Elementary
(Extra-Curricular)

Position:	After-School/Extended Day Teacher Elementary (Extra-Curricular)
Supervisor:	Building Administrator
Location:	As per posting
Salary:	As per Cabell County pay schedule
Purpose:	The After-School Care/Extended Day teacher will provide a safe and nurturing environment to students, supporting academic achievement and well-being. In addition to providing assistance with homework, the teacher will be responsible for providing an environment that includes engaging, fun, interactive, and well-organized activities. *Please note: The teacher will not be paid beyond the first 15 minutes should no students be in attendance and will be permitted to leave, as approved by the building administrator.

Qualifications:

1. Must hold a valid West Virginia Professional teaching certificate endorsed for the grade levels as indicated in the posting.
2. Must have successful experience with elementary-aged students.
3. Preference given to individual with knowledge and experience of students within school.
4. Knowledge of WV K – 5 Content Standards and WV Summative Assessment.
5. Must be prompt/punctual in reporting to the position.
6. Must possess excellent communication skills, both verbal and written.

Responsibilities:

1. Ability to plan and implement a developmentally appropriate after-school care/extended day program.
2. Supervise students as they enter and leave the premises.
3. Provide appropriate care and attention to students enrolled in the program.
4. Provide tutoring services in assisting students with homework assignments.
5. Enforce safety guidelines for students.
6. Enforce and follow Cabell County Schools Code of Conduct.

7. Communicate with parent(s) or guardian(s), as applicable.
8. Maintain accurate bookkeeping, receipts, and schedules as applicable to the position.
9. Provide applicable data/records as requested to building administrator.
10. Anyone accepting this position is mandated to report suspected abuse and neglect
11. Monitor students to ensure they are picked up by the appropriate parent or guardian.
12. Complete other responsibilities as assigned by school administrator

Revised October 2, 2020