



Greene County 21st CCLC Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____

Are you eligible to work in the United States? Yes _____ No _____

If you are under age 18, do you have an employment/age certificates? Yes ___ No ___

Have you been convicted of or pleaded no contest to a felony within the last five years?
Yes _____ No _____

If yes, please explain _____

POSITION/AVAILABILITY:

Position Applied For _____

Days/Hours Available

Monday _____ Thursday _____
Tuesday _____ Friday _____
Wednesday _____

Hours Available: from _____ to _____

What date are you available to start work? _____

EDUCATION:

Name and Address of School - Degree/Diploma - Graduation Date _____

Special skills and Qualifications: Licenses, Skills, Training, Awards _____

EMPLOYMENT HISTORY:

Present or Last Position:

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Email: _____

Position Title: _____

From: _____ To: _____

Responsibilities: _____

Salary: _____

Reason for Leaving: _____

References:

Name/Title Address Phone

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____



After School Lead Teacher Position Description

Reports to: **Director**

Part-time After School teaching position. The teachers would support the Greene County Board of Education's 21st CCLC grant for after school programs. The program will serve 100 students over the period of 2017-2018. Position is for the school year only. The work hours (11.25 per week) are Monday through Friday from 3:16 pm-5:31 pm. Prior teaching experience needed.

Responsibilities Include:

- Plan academic lessons and enrichment activities in the after-school program that support the daytime lessons and learning
- Communicate with parents, school day staff, and site coordinator
- Supervise associates
- Monitor groups of 10-15 students in a classroom setting
- Coordinate schedule with volunteers, agency partners and tutors
- Manage students' behaviors
- Assess student progress and submit data to site coordinator
- Assist with family literacy activities
- Respect and honor the confidentiality of students and staff in the program

Qualifications Include:

- BA in Education & certified
- 2 years experience working with youth, preferably in a school setting
- Excellent rapport with children and adults
- Good communication skills
- Ability to develop lesson plans that support the school day curricular activities
- Creativity
- Strong behavior management skills

Compensation:

- \$20/hour

Program Goals:

- To provide a structured and safe environment which stresses responsible behavior, respect for others, and positive attitudes for all students.
- To provide opportunities which encourage social, emotional, intellectual, and physical growth.
- To provide quality after-school academic and enrichment activities.
- To provide a caring staff who will interact with the students in small group and individual situations.
- To provide communication with parents regarding their children's academic successes and improvements.

For an application please visit the Greene County Superintendent's office
Deadline to Apply: September 29, 2017 by COB



After School Teacher Position Description

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Essential Duties

- Provides an attractive, well - kept classroom that encourages creativity.
- Develops lessons plans and activities, instructs students, maintains discipline and evaluates student's development for the 21st Century programs, in concert with the Director.
- Monitors student attendance of the programs by collecting attendance rosters, overseeing attendance database, and tracking number of days in attendance per student.
- Ensure that all class bulletin boards are current and provides the parents with any overview of materials taught in the class.
- Provides the support and guidance necessary to each child and their family to ensure that program elements sponsored by other organizations are introduced smoothly.
- Accepts responsibility for maintenance/ necessary housekeeping duties of the classroom, common use areas and playground.
- Coordinate snack time and bathroom activities.
- Assists in other capacities as determine by the Director.
- Observes all rules and regulations of the Greene County Public School District, and local, state, or national regulatory agencies pertaining to health, safety and care of children.
- Maintain overall professional personal appearance adhering to the guidelines of the Greene County Board of Education.
- May provide support to summer program if one is scheduled.
- Performs related duties as required.

Qualifications

a. Required

- Bachelor's degree
- Excellent written and oral communication skills
- Certified Teacher in the areas of math, ELA, social studies, science
- Experience managing students.

b. Physical & Mental Requirements

- Ability to deal with stressful situations, possess analytical skills and strategic mindset, ability to deal with a wide variety of community people, students, and vendors of services

c. Compensation:

- \$15/hour

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After School Teacher Assistant Description

Reports to: **Lead Teacher**

ESSENTIAL QUALITIES

Greene County Board of Education 21st CCLC teacher assistants help transform children's lives by creating opportunities for a brighter future.

Essential Duties

- Assists students, individually or in small groups, with lesson assignments (e.g. reading stories, listening to students reading, language, spelling, facilitating activities, motor perception programs, colors, number charts, checks homework, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Attends meetings with site Principal and/or After School Lead, after school staff meetings and training opportunities for the purpose of reviewing and coordinating after school activities and learning new instructional techniques.
- Implements instructional learning activities for the purpose of improving students' academic, physical and social skills.
- Maintains classroom equipment, work area, students' files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, emergency cards, audio visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, etc.) for the purpose of enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
- Performs record keeping and clerical functions (e.g. copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed.
- Promotes good habits for the purpose of improving the quality of student outcome and encouraging student development.
- Assists lead teacher in data collection (daily attendance, student grades, student applications, etc.)

Minimum Qualifications

- Specific skill-based competencies of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; administering first aid.
- Knowledge of algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions.
- Ability to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities; and working with diverse youth.
- Must be a high school graduate or current college student.

Compensation: \$10/hour

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