

## **Seeking After School Instructor for Ridgeview Middle School**

Do you want to be part of an incredible, brand new opportunity for Ridgeview Middle School students - and make some extra cash doing it!? Communities In Schools of Appalachian Highlands (CIS of AH) is looking for qualified candidates to help deliver its Ridgeview Middle School After School program, "Wolfpack After the Bell". Specializing in extending the educational experience through academic and enrichment activities, this program will support middle school age students and families in Dickenson County. CIS of AH and DCPS staff members, along with representatives of partnering agencies throughout the region will work together to conduct a robust program to help ensure our student's success. The program will be offered to students Monday through Thursday from 3:00pm to 5:30pm.

**Job Title:** After School Program Instructor

**Job Type:** Part-Time/Non-exempt

**Pay:** \$20/hour for bachelor's; \$15/hour for non-bachelor's

**Hours:** 3:00pm to 6:00pm, Monday through Thursday + monthly family nights (up to 50 hours/month)

### **SUMMARY**

Responsible for assisting in after school instruction, running enrichment activities, tutoring, helping with daily snack, assisting in the management of student behavior, building relationships with students, and supporting Ridgeview Middle School Wolfpack After the Bell after school program, consisting of daily programming in addition to monthly family engagement events and any off site field trips.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF SCHOOL-BASED STUDENT SUPPORT COORDINATOR**

- **Deliver after school lessons and content** to groups of students as directed by the After School Program Site Coordinator.
- **Work with the After School Program Site Coordinator** to ensure that there is an appropriate level of staffing during all program activities.
- **Adhere to school and program safety procedures** and standards as required to maintain safety and security of all students attending the after school program.
- **Maintain open communication** with after school program leadership and school leadership.
- **Adhere to CIS of AH policies** as procedures as required.
- **Support and attend family engagement activities** on a monthly basis as required.
- **Support and attend field trips** as part of the after school program as required.
- **Support in achieving** stated 21st century goals in consultation with the After School Program Site Coordinator.

### **EDUCATION and/or EXPERIENCE**

Demonstrated relevant equivalent experience, in education, social work or related field. Current school system employee preferred. Must have a valid driver's license and automobile insurance.

**TO APPLY:** Please send a resume and cover letter to [careers@cisofah.org](mailto:careers@cisofah.org) to be considered for the position. All inquiries should be directed to [careers@cisofah.org](mailto:careers@cisofah.org). More information about the organization can be found at [www.cisofah.org](http://www.cisofah.org).