

## Description of Position

Position:	Extended Day Program Site Coordinator
Location(s):	CCJHS, EES, GIS, LJHS, and RJHS <b>(Certified)</b>
Reports To:	Elementary Coordinator and Principals
Qualifications	<ol style="list-style-type: none"><li>1. Valid Alabama Teacher Certification</li><li>2. Successful experience with reading and math instructions (<i>in the applicable grade span</i>)</li><li>3. A knowledge of scientifically based reading research, special expertise in quality reading instruction and intervention, dyslexia-specific interventions, and data analysis.</li><li>4. A strong knowledge base in the science of learning to read and the science of early childhood education.</li><li>5. Excellent communication skills with outstanding presentation, interpersonal, and time management skills.</li><li>6. LETRS trained or currently enrolled in cohort</li></ol>
Salary	\$40.00/ hour

### Essential Duties and Responsibilities:

- Supervise daily organization and implementation of the Extended-Day Learning activities.
- Using data, collaborate with the Extended-Day Learning program staff to differentiate Extended Day whole-group, small-group, and academic programs based on student needs and Alabama's Course of Study Standards (ensuring Alabama Literacy Act and Numeracy Act).
- Work with the Elementary Curriculum Coordinator to manage the Extended-Day Learning budget appropriately by selecting materials and supplies necessary for the program's success.
- Provide daily supervision of Extended-Day Learning staff and communicate regularly with principals of Conecuh County Jr. High School, Evergreen Elementary School, Genesis Innovative, Lyeffion Jr High School, and Repton Jr. High School to ensure that high-quality information is circulating for the Elementary Extended Day Program.
- Participate in the evaluation of Extended-Day Learning's staff performance.
- Ensure compliance with all ALSDE policies and procedures and school policies regarding Extended-Day Learning.
- Conduct Extended-Day Learning staff meetings weekly or more frequently as needed and attend required management meetings, events, and training sessions. These staff meetings should occur virtually as to not interfere with Extended-Day Learning's instructional time.

- Communicate with site principals and teachers, parents or guardians, as appropriate, about Extended-Day student or program needs, progress, problems, or questions.
- Set up student groups as appropriate to learning levels and establish a daily rotation schedule for participation in activities and clubs to align with the overall program schedule established by the Extended-Day Learning teaching team.
- Oversee proper maintenance of equipment, materials, and supplies and submit supplies requests to appropriate Extended-Day staff for replenishment or replacement as needed.
- Supervise sign-in and sign-out of each student.
- Complete mandatory data reporting for elementary
- Maintain required data, records, and forms and turn them into the Elementary Curriculum Coordinator for future auditing purposes (daily attendance logs, accident and incident reports, time sheets, surveys).
- Collaborate with elementary administrators to ensure monthly family engagement programs for families
- Conduct frequent surveys to evaluate the success and necessary adjustments for the Elementary Extended-Day Learning Programs.
- Substitute for a program teacher in the event that no substitute is available.
- Assure that program teachers and substitutes document work hours daily on the payroll sheet, verify the accuracy of the monthly total, and submit payroll documentation (on time) to the Elementary Curriculum Coordinator.

CCS' Extended Day Program will be held virtually districtwide

The Extended Day Program will run **Tuesday and Thursday from 3:30- 5:00 PM**

First Day- **Tuesday, February 4, 2025**

Last Day- **Thursday, April 10, 2025**

Please submit applications to the Elementary Coordinator by **January 21, 2025**

Conecuh County Board of Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## Description of Position

Position:	Extended Day Teacher
Location(s):	CCJHS, EES, GIS, LJHS, and RJHS (Certified)
Reports To:	Elementary Coordinator and Principals
Qualifications	<ol style="list-style-type: none"><li>1. Valid Alabama Teacher Certification</li><li>2. Successful experience with reading and math instructions (<i>in the applicable grade span</i>)</li><li>3. A knowledge of scientifically based reading research, special expertise in quality reading instruction and intervention, dyslexia-specific interventions, and data analysis.</li><li>4. A strong knowledge base in the science of learning to read and the science of early childhood education.</li><li>5. Excellent communication skills with outstanding presentation, interpersonal, and time management skills.</li><li>6. LETRS trained or currently enrolled in cohort</li></ol>
Salary	\$35.00/ hour

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