

School Sharpener After School Program

POSITION: Mentor

LOCATION: Asbury Church in Shepherdstown (Jefferson County)

QUALIFICATIONS:

- High School Diploma or GED equivalent Required
- Bachelor Degree in education, preferred
- College hours in education, preferred
- Experience teaching/tutoring students in a school setting, preferred
- Experience working with elementary students, preferred
- Good oral and written communication skills
- Good organizational skills

SALARY:

- Contractual Services
- \$12.00 per hour
- Up to 12 hours per week (*Must be present at Asbury Facilities 3 hours a day Monday - Thursday after school between 2:45 –6:30 PM*)

REPORT TO:

School Sharpener Administrator

JOB DESCRIPTION:

- Help the Program Administrator coordinate a schedule of volunteers to work with individual or small groups of students on homework assignments and related skills
- Supervise students and volunteers in the homework
- Work with students on homework assignments and related skills
- Maintain and submit a homework help activity log as required
- Maintain and submit records for student attendance as required
- Collaborate with regular education teachers to align services to help meet student needs
- Attend staff meetings and training as required
- Conduct other duties as assigned by the Project Director

EMPLOYMENT EFFECTIVE: September 2010 – May, 2011

TO APPLY:

Send resume and cover letter to:

academy@4pillarchurch.org

OR

Asbury Church
c/o School Sharpener Administrator
4257 Kearneysville Pike
Shepherdstown, WV 25443

OR

FAX: 304-876-3056

Resume must be submitted by: August 25, 2010