

# Teacher of Extended Day Program

## Job Description

### Qualifications: (minimum)

1. Certified as a teacher by the West Virginia Board of Education.
2. Ability to communicate with students, school personnel, and parents.
3. Preferences shall be given to school staff which the program serves.

Immediate Supervisor: School Principal

### Employment Period:

Approximately two and one-half hours daily, beginning with the established starting date of the program and continuing each day that students are in attendance.

### Duties and Responsibilities:

1. Plan, coordinate, and supervise student activities in the after-school Extended Day Program.
2. Foster a climate conducive to physical and academic well-being of students.
3. Promote and maintain positive pupil-teacher-parent relationships.
4. Perform necessary record keeping and other administrative functions required for the Extended Day Program.
5. Maintain professional work habits.
6. Perform other job-related duties as assigned by the principal.

Jackson County Board of Education  
Date