

GOVERNOR'S SUMMER YOUTH ENRICHMENT PROGRAM (GSYEP)

COORDINATOR
JOB DESCRIPTION

Qualifications:

1. Qualification as outlined in West Virginia Code 18A-4-7a.
2. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel.
3. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Exhibits knowledge of the duties and responsibilities of the classroom teacher and the ability to perform the duties and responsibilities as demonstrated in the personal interview.
5. Ability to communicate effectively with students, school personnel, and parents.
6. Educational philosophy compatible with the Jackson County Board of Education philosophy.
7. Ability to work cooperatively with others.
8. High academic achievement in college education program.
9. Ability to motivate students and get them excited about learning.
10. Ability to work effectively with middle and high school age students.
11. Ability to work with at-risk youth.
12. Ability to provide program coordination and supervision.

Immediate Supervisor: Director of GSYEP

Duties and Responsibilities:

1. Attend a pre-program training session.
2. Assist with GSYEP budget development.
3. Distribute application forms and ensure that required documentation accompanies application.
4. Assess and rank all certified eligible applicants.
5. Coordinate bus transportation from designated worksites.
6. Assist with procurement of necessary supplies and equipment.
7. Arrange for all supplies, materials and equipment to be ready and in working order prior to first day of program.
8. Attend a special session at the teachers workshop and provide an inservice to all county crew supervisors.
9. Serve as teacher coordinator during the enrichment program: eight hours per day, five days per week, for two weeks.
10. Gather, submit and provide copies to GSYEP teachers, the necessary pre-test and post-test results for statistical analysis and program placement.
11. Store all materials for future use at the end of the program.
12. Assist with final closeout of GSYEP budget.
13. Coordinate and supervise all program activities.
14. Perform other job-related duties as assigned by the Director of GSYEP.