



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Enrichment Academy Coordinator

Supervisor: Superintendent and Directors

Qualifications:

- WV Professional Teaching Certificate
- Regular Professional Grant County Employees Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

- Coordinate Summer Program
- Work with personnel to ensure student safety
- Develop/implement curriculum
- Collect review student data with staff as it relates to the program
- Develop schedules for teachers
- Supervise students as needed
- Coordinate with building administrator(s)
- Coordinate with county office administrators/instructional coaches as appropriate
- Document components of the program
- Step in for teachers when needed
- Communicate effectively with directors, staff, students and parents
- Any other duties as assigned by supervisor(s)