



Wayne County 21st Century Community Learning Centers

“2022- 2023” Wayne County 21st Century Tutor Responsibilities

1. Maintain up-to-date and accurate student information, attendance/time tracker, and activity information in the WVDE data base and have all information and/or reports ready for the Project Coordinator at designated time.
2. Responsible for learning and maintaining the WVDE Afterschool state database.
3. Attend at least 2 mandatory 21st Century trainings during the “2022-2023” school year.
4. **Must complete Teacher Surveys at the end of the school year by the date that is set by the WVDE.**
5. Have a lesson plan and/or guideline prepared weekly for your program.
6. Recruit students to attend your program, communicate with co-workers, parents and Principal to keep a list of targeted students and their areas of need. Encourage students to attend the program every day that it is open.
7. Responsible for completing at least 2 Service Learning Projects within the school year. Must document these projects in the WV Afterschool Database program under the “Activities” section.
8. Must provide documentation of “volunteers” who participate in your program. (This is any parent, staff or community member who comes in and does an activity and/or enrichment lesson with your students in the program such as Zumba, woodworking, cross-stitching, Career Day, etc.) We must show we are encouraging volunteerism in our programs.
9. Work with your team of after school teachers to serve and complete documentation for after school snack or dinner as applicable.
10. **Document accurate time worked in the program and submit to Principal for approval EACH pay period.**
11. Help in collection of parent and student surveys at least annually.
12. Additional information/updates requested by WVDE and/or LEA that may be required to maintain funding for your after-school program.
13. **Position is for 100 days during the school year at \$20.00 per hour, for 4 days a week for elementary and middle school and 3 days per week for high school.**

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