



## Wayne County 21<sup>st</sup> Century Community Learning Centers

### Wayne County 21<sup>st</sup> Century After-School Tutor Responsibilities

1. Maintain up-to-date and accurate student information, attendance/time tracker, activity information in the Afterschool software program/new WVDE data base and have all information and/or reports ready for the Project Coordinator at designated time.
2. Provides Daily Tutor and/or enrichment Activities to assist in student academic success.
3. Responsible for learning and maintaining the new WV Afterschool state database. (Training will be provided on using this new database.) .
4. Attend 2 mandatory 21<sup>st</sup> Century trainings during the “2013-2014” school year.
5. Pass out and collect enrollment forms for all students attending the 21<sup>st</sup> Century Afterschool program at your site. Have them ready for the Project Coordinator to pick up at designated time.
6. Have a lesson plan and/or guideline prepared weekly for your program.
7. Recruit students to attend your program, communicate with co-workers, parents and Principal to keep a list of target students and their areas of need.
8. Responsible for completing at least 2 Service Learning Projects within the school year. Must document these projects in the Afterschool Matters program under the “Activities” section.
9. 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.
10. Work with your team of after school teachers to serve and complete documentation for after school snack or dinner as applicable.
11. Document accurate time worked in the program and submits to Principal for approval each pay period.
12. Help in collection of parent and student surveys at least annually.
13. Additional information/updates requested by WVDE and/or LEA that may require maintaining funding for your after-school program.

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