



Submitted For  
Approval: 6/11/2019  
NEW: 7/01/2019

JOB TITLE:	COORDINATOR 21 <sup>st</sup> CENTURY COMMUNITY LEARNING CENTER
DIVISION:	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, Grade 5
WORK YEAR:	230
FLSA STATUS:	EXEMP
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Manages all operations at the school-based center. The purpose of the 21 <sup>st</sup> Century Community Learning Center is to provide students with the out-of-school time opportunities for academic, artistic, and cultural enrichment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, develops, implements, and evaluates site programs, services, and activities, including school-year afterschool programs and summer programs
Coordinates with other District departments (e.g., food service, transportation) to ensure delivery of services
Collects and documents all objectives, outcomes, student data, and other information as required by the Kentucky Department of Education
Provides accurate financial documentation and management for the site
Hires and supervises part-time program teachers, instructional assistants, and volunteers
Identifies professional development opportunities for program staff
Coordinates with community organizations on the implementation of enrichment opportunities
Recruits students and parents who meet priority criteria outlined in the grant application
Implements a communication plan to keep parents informed of students' progress and available programs
Convenes an Advisory Council of staff, parents, and community representatives to assess program needs, review activities, and monitor program performance
Communicates with the site's Principal and teachers in order to link program activities to school-day learning
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Perform other duties as assigned by the Principal and/or director as it relates to the implementation of 21 <sup>st</sup> CCLC

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Experience partnering with businesses and community organizations
Experience working with youth and students from diverse backgrounds
Effective communication skills
Valid driver's license

DESIRABLE QUALIFICATIONS
Experience working in schools
Experience overseeing a program budget
Experience coordinating afterschool programs
Experience in a diverse workplace
Demonstrated proficiency in two (2) languages: English and another appropriate language

FOOTNOTE
This position is funded through a grant from the Kentucky Department of Education and is subject to the availability of funds.