

Sorted by Class Code

Class Code: 7471

JOB DESCRIPTION

Position Title: DISTRICT COORDINATOR (21st CCLC)

Responsible To: Supervisor of Instruction or other designee

Basic Function:

To assist with the conduct of programs to assure that programs meet the needs of participants and the standards of the 21st Century Community Learning Center.

Performance Responsibilities:

1. Coordinate afterschool efforts between the school district and KDE;
2. Monitor effective coordination of project with co-applicant and other partners;
3. Work with the district finance officer to monitor the budget and prepare/review monthly, quarterly and annual reports;
4. Monitor evaluation of programs (i.e., surveys, project reports, etc.);
5. Effectively coordinate project programs with volunteers, student tutors, bus drivers, LCMS administration, faculty, staff and central office;
6. Identify other personnel for projects;
7. Secure needed materials and supplies;
8. Approve all expenditures for salaries, materials, supplies, and other expenses;
9. Monitor activities for YPQA efforts;
10. Prepare and monitor site improvement plans;
11. Monitor A-Plus data for correctness and completion toward meeting deadlines;
12. Coordinate professional development training for afterschool staff;
13. Orient staff members/volunteers/student tutors to role;
14. Chair Advisory Council meetings;
15. Comply with project timelines;
16. Assume responsibility for all aspects of project; and
17. Other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in related field of education or other appropriate management certification.

Licenses and Other Requirements:

There is extensive training the first three years that will require travel to Louisville, Lexington, and Frankfort. Also, travel can be expected to other conferences and institutes in-state and out-of-state. Travel dates could accumulate up to 25.

Terms of Employment: Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy on Evaluation of Classified Personnel.

