

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.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7332

JOB DESCRIPTION

Position Title: SITE COORDINATOR (21st CCLC)

Responsible To: District 21st CCLC Coordinator

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. He/She will maintain internal and external collaborations with collaborative partners. The co-applicant, the West Kentucky Community & Technical College (WKCTC), will be continuously involved with the Site Coordinator.

Performance Responsibilities:

1. Support and backup District Coordinator;
2. Provide life-long learning opportunities for students and parents;
3. Extend adult/child education offerings through the program design;
4. Assist in facilitating Advisory Council meetings;
5. Manage budget according to procedures adopted by the School District;
6. All accounting and data collection duties and reports including but not limited to in-kind documentation;
7. Assist with evaluation of program (i.e. surveys, project reports, etc.);
8. Make arrangements for relevant field trips aligned with core content;
9. Communicate with all stakeholders (i.e., parents, students, site staff, school administration/staff, partners, co-applicant, etc.);
10. Secure needed materials and supplies;
11. Identify other personnel for projects;
12. Monitor afterschool snack program and summer feeding program;
13. Monitor school bus boarding;
14. Comply with project timelines;
15. Orient staff members/volunteers/student tutors to role;
16. Identify and implement service learning activities;
17. Coordinate volunteer activities at project;
18. Coordinate the variety of consultants presenting to students;
19. Facilitate effective coordination of project with co-applicant and other partners;
20. To assume responsibility for all aspects of project;
21. To effectively coordinate project programs with volunteers, student tutors, bus drivers, LCHS administration, faculty, staff and central office; and
22. Other duties as assigned.

Minimum Qualifications:

Associate's Degree in related field of education or other appropriate training.

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.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.

Sorted by Class Code

Class Code: 7333/7334

JOB DESCRIPTION

Position Title: ASSISTANT SITE COORDINATOR and/or DATA ENTRY (21st CCLC)

Responsible To: Stie Coordinator (21st CCLC)

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. Assist with communications among administrators, students, teachers, parents, community members, tutors/activity consultants, and project partners.
2. All accounting and data collection duties and reports including but not limited to in-kind documentation.
3. Assist with evaluation of program (i.e., surveys, project reports, etc.).
4. Print/copy needed materials for all stakeholders.
5. Assist tutors and enrichment instructors in gathering needed materials.
6. Support and/or backup coordinator in assignments.
7. Assist with coordination of the parent/volunteer components of the program.
8. Other duties as assigned including to, but not limited to, the following:
 - a. Assist with arranging fieldtrips.
 - b. Monitor school bus boarding.

Minimum Qualifications:

High School Diploma/GED or other qualifications as determined by Board policy.

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.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.