

TITLE: 21st Century Community Learning Center Program Director

QUALIFICATIONS: KY Teacher Certification for teaching high school grades/courses; Master's degree (preferred); Minimum of 5 years teaching experience;

REPORTS TO: High School Principal

SUPERVISES: 21st Century Community Learning Centers Site Coordinator and staff

JOB GOAL To coordinate services for the 21st Century Community Learning Center.

PERFORMANCE RESPONSIBILITIES:

- Supervise and monitor students in 21st CCLC programs.
- Instruct students in Reading and Math intervention and execute 21st CCLC programs for ACT/Transition Readiness.
- Plan and direct non-cognitive, high-quality activities in various 21st CCLC programs as needed.
- Provide academic and transitional readiness data and information to site coordinator and program director.
- Participate in 21st CCLC professional development, recruitment and advertising activities.
- Maintain accurate records and provide data to appropriate personnel.
- Develop activity plans regularly with staff and participate in 21st CCLC professional development plans.
- Comply with policies, rules and regulations of the school district, state and federal agencies.
- Assist in the promotion of 21st CCLC programs and recruitment of students and parents for programs.
- Collaborate with school day teachers and parents concerning student progress and needs.
- Tutor individual or small groups of students, reinforcing and implementing instruction and maintaining adequate records of student progress.

Terms of Employment:

\$7,000 Extra Duty Stipend for 220 days of service.