

TITLE: 21st Century Community Learning Center Site Coordinator

QUALIFICATIONS: Must hold a minimum High school diploma and be of at least 21 years of age; Associates Degree or higher (preferred)

REPORTS TO: CCLC Program Director

COORDINATED SERVICES : Coordinate staff and programming for the ACSHS 21st Century Community Learning Center

JOB GOAL To Implement CCLC programs, services, instructional techniques and learning activities as specified in the grant and required by KDE and board of education.

ABILITY TO:

- Implement instructional techniques and learning activities as required by KDE and board of education.
- Provide, tutoring, counseling, appropriate learning materials and experiences for students and assist in continuous evaluation of students' progress and achievement.
- Assist with documentation of pupil progress and attendance on a continuous basis.
- 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.
- Hold basic knowledge of subjects taught in high school settings.
- Be familiar with safe practices inside and outside the classroom.
- Display interpersonal skills using tact, patience and courtesy.

PERFORMANCE RESPONSIBILITIES:

- Help organize, plan and execute daily school year programming and summer programming as outlined and approved by the advisory council and program director.
- Scheduling and coordinating program staff in most effective areas.
- Help execute planned professional development for 21st CCLC staff.
- Conduct evaluations of certified and classified staff in the program.
- Communicate with teachers, parents, program director and school staff about program needs, progress and activities.

- Collecting data and other necessary information to report to the program director and advisory council.
- Assist in preparing reports for advisory council, administration and KDE.
- Coordinate information between school day teachers/staff and 21st CCLC staff.
- Assist in development and execution of plans to recruit new students and parents based on targeting data and information.
- Assist with planning and executing program activities as outlined by the advisory council and program director.
- Facilitate the execution of the daily program schedule of programs and activities based on relevant data, execution of emergency plans.
- Assist in requisition of materials and supplies, complete expenditure requests.

Terms of Employment:

- \$13.00 / hour (possible adjustment for experience)
- 7 hours per day
- 220 Days