**THIS IS A DECISION PAPER**

**TO: MEMBERS OF THE HARDIN COUNTY BOARD OF EDUCATION**

**FROM: TERESA MORGAN, SUPERINTENDENT**

**DATE: FEBRUARY 17, 2022**

**SUBJECT: APPROVE A POSITION CHANGE FOR ALL 21ST CCLC**

**PROGRAM COORDINATORS FROM PROGRAM ASSISTANT II (code 7335)**

**TO COORDINATOR I (code 7476).**

**DISCUSSION:**

Hardin County Schools has been awarded three 21st Century Community Learning Center (21st CCLC) grants since 2019. The five-year grant awardees include (start date noted): New Highland Elementary (2019-20), Radcliff Elementary (2020-21), and Woodland Elementary (2021-22). The 21st CCLC grant initiative provides academic and cultural enrichment opportunities during non-school hours to children attending high poverty and low performing schools. Participants attending the after-school and summer program are most often two or more academic grade levels behind their peers and have additional risk factors (i.e., turbulent home environments and/or social-emotional concerns).

Each 21st CCLC program is required to have a year-round, full-time Program Coordinator for the year-round after-school and three-week summer enrichment programs. The coordinator role is vital to program success. In addition to ensuring coordinated services between school-day instruction and after-school interventions the coordinator also holds the following duties:

* planning and implementing cultural enrichment opportunities (to include three summer enrichment camps)
* monitoring progress of goals in the areas of academic, non-cognitive, attendance, high-quality programming, literacy, and parent education
* working collaboratively with school administration to ensure high-quality staffing and services
* entering daily, weekly and quarterly data into database systems
* meeting with grade-level teachers for the planning of services and evaluation of students
* collaborating with a minimum of five community partners and recruiting new partners each year
* leading advisory committee meetings with community and school representatives
* preparing Quarterly Reimbursement Requests (QRR), Data Review Reports (DRR), the Continuation Progress Report (CPR), the Annual Progress Report (APR), and other reports for supplemental funding as required
* ensuring compliance with all federal 21st CCLC regulations and signed assurances
* coordinating required professional development for all 21st CCLC staff members
* directing day to day management of the 21st CCLC program, including meals, transportation, attendance, and staffing

An effective coordinator exhibits a high level of withitness, demonstrates excellent networking and collaborative skills, and has the ability to manage multiple job duties while fulfilling the required job responsibilities. After a review of the responsibilities associated with these federal grants, we believe the job position of Coordinator I best aligns with the role of the 21st CCLC Coordinator. This role change will better position current and future 21st CCLC programs to attract applicants and retain coordinators with an hourly rate for Step 0 at $18.56.

All 21st CCLC program employees are paid with 21st CCLC federal grant funds.

**RECOMMENDATION:**

**I recommend the Hardin County Board of Education change the job class code for all 21st CCLC Program Coordinators from Program Assistant II (code 7335) to Coordinator I (code 7476).**

**RECOMMENDED MOTION:**

**I move the Hardin County Board of Education change the job class code for all 21st CCLC Program Coordinators from Program Assistant II (code 7335) to Coordinator I (code 7476).**