**21st Century Community Learning Center Program Consultant**

REPORTS TO: Director of State and Federal Grants

Qualifications:

* Degree preferred in education, social services, or community relations or equivalent work experience.
* Strong computer skills with knowledge of Microsoft Office Suite, desktop publishing software.
* Strong communication skills.
* Highly organized with record keeping skills.
* Experience working with youth.
* Experience with fundraising preferred.

JOB GOALS:

Assists in all necessary reports. Will handle QRR reimbursements, paperwork the grant requires. Will help gather data and information for new grants. Assist with setting and maintaining budgets. Will complete continuation progress reports. Will lead community outreach to secure more relationships with community partners and keeping them involved in programming. Will lead advisory council meetings and all paperwork associated with them. Will develop and maintain relationships with staff as well as all stakeholders in the program. Assist in setting, reaching, and maintaining program goals. Help maintain current APR and goals stated in the RFA. Offer new ideas for programming, clubs, and enrichment. Help with ideas for extra events, parent nights as well as BSCA activities. Oversee sustainability plans, help grants partner and work together on activities and parent nights to maximize efforts and minimize costs.

Will be an ambassador for Spencer County Public Schools and commit to offering excellent customer service to students, parents, and staff.

**CRITICAL SKILLS/EXPERTISE REQUIRED:**

KNOWLEDGE OF:

* Familiarity with the 21st Century Grant goals and procedures, preferred.
* Basic accounting practices, procedures and terminology.
* Financial and statistical record-keeping techniques.
* Modern office practices, procedures and equipment.
* Data processing applications to accounting functions.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Telephone techniques and etiquette.
* Interpersonal skills using tact, patience and courtesy.
* Operation of a computer.

**ESSENTIAL JOB FUNCTIONS:**

ABILITY TO:

* Learn child guidance principles and practices.
* Communicate and maintain effective relationships with students, parents, staff and the public.
* Perform routine clerical duties in support of classroom activities.
* Print and write legibly.
* Add, subtract, multiply and divide quickly and accurately.
* Understand and follow oral and written directions.
* Learn procedures, functions and limitations of assigned duties.
* Communicate effectively both orally and in writing.
* Learn to apply and explain policies and procedures related to school and program activities.
* Work cooperatively with others.
* Monitor, observe and report student behavior according to approved policies and procedures.
* Operate instructional and office equipment.

**PERFORMANCE AND RESPONSIBILITIES:**

* Establishes an Advisory Council to ensure the accomplishment of the project goals;
* Develops after-school curriculum to meet individual needs of participating students;
* Identifies and recruits students and families in need of services;
* Conducts annual needs assessment and evaluation;
* Establishes relationships with community partners to collaborate on services;
* Provides supervision and leadership to all center staff, including volunteers;
* Schedules and coordinates training of all personnel and volunteers;
* Assumes fiscal management responsibilities for the allotted grant funds;
* Meets regularly with District Finance Officer to ensure compliance with fiscal requirements;
* Purchases adequate supplies and materials
* Publicizes activities and benefits of the center of the community;
* Attends informational and networking meetings with other community organizations;
* Coordinates data collection and record keeping for continuous evaluation & planning;
* Provides periodic reports to the superintendent, principal, SBDM Council, and Board of Education as required;
* Other duties as required to meet the goals and ensure the success of the 21st Century Learning Center.

# PHYSICAL DEMANDS:

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, vision and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, reaching.
* Requires the ability to lift, carry, push or pull medium weights, up to 30 pounds

**TERMS OF EMPLOYMENT:**

1. Work year is comprised of 185 days at 4 hours per day.

1. Salary commensurate with adopted classified personnel salary schedule.
2. Sick leave, emergency leave, personal leave and off-days as stated in Board policy. Utilize excused sick leave in compliance with the provisions of KRS 161.155.

**EVALUATION:**

Performance of this position will be evaluated in accordance with Board Policy on Evaluation of 21st Century Community Learning Center Program Consultant as Classified Personnel. Evaluation will be conducted by the Director of State and Federal Grants.

I have read and understand the terms set forth in this job description.

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Signature Date