

Job Title: DIRECTOR, 21st CENTURY COMMUNITY LEARNING CENTER PROGRAM
(21st CCLC)
Reports to: Chief Compliance and Accountability Officer
Dept./School: Curriculum & Instruction
Wage/Hour Status: Exempt
Date Revised: November 27, 2023

Primary Purpose

The 21st Century Community Learning Center (21st CCLC) Program Director will provide leadership and ongoing development, implementation and management of the before and after school academic and educational enrichment programs for youth and parents of SFDRCSISD. The responsibilities carry through to the extended summer dates. The Program Directors focus will be to coordinate the day-to-day operations of the project outlined in the grant application, develop plans of action to increase student participation and engagement, and evaluate the progress of all activities on a regular basis. The Project Director will implement any needed improvements and facilitate program training for services provided. This program is part of Afterschool Centers on Education (ACE), a comprehensive academic program funded by the Texas Education Agency.

QUALIFICATIONS

Education/Certification

Master's Degree required

Special Knowledge/Skills

Strong communication, public relations, and interpersonal skills
Strong organization and time management skills
Excellent written and verbal communication skills
Ability to manage budget and personnel
Ability to interpret policy, procedures, and data
Strong technology skills
Calm and patient demeanor with students and others

Experience

Three years experience in an educational and/or social setting
Supervisory experience of small to medium teams
Experience in fiscal/budget management and data reporting
Demonstrated competence in program development, marketing, implementation, and evaluation
Working knowledge of local youth service organizations
Strong background in working in communities of high-need
Strong background in working in out-of-school time programs

MAJOR RESPONSIBILITIES AND DUTIES

School Climate

1. Articulate the 21st CCLC Vision, Mission, and Objectives to staff, administrators, students, families, and community leaders to generate support in identifying problems and generating solutions through collaborative discussions in regular meetings.
2. Coordinate the 21st CCLC Program implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers.
3. Develop and implement marketing & recruiting strategies along with appropriate communication goals and objectives for all centers.
4. Plan, create, implement, and evaluate all aspects and policies of 21st Century Community Learning Center for school students and families.

5. Maintain inter-agency collaboration and networking, to include all community stakeholders.
6. Ensure the coordination of all activities for students, to include before, during and after school events.
7. Present opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement a regular school day.
8. Manage and document program logistics, including but not limited to each center and the overall budget, policy, equipment, contracts, program participation, safety, timesheets, and data.
9. Administer the 21st CCLC Budget, track monthly expenditures and implement program objectives.
10. Recruit, train and directly supervise and evaluate personnel to ensure high program quality, student success, and achievement of program outcomes.
11. Recruit and retain participants in programming in coordination with staff.
12. Maintain working relationships with district administrators and school site administrators and staff to support the integration of programs into the school.
13. Ensure services provided have the desired impact on participants by reviewing data regularly and monitoring and evaluating the progress of service providers.
14. Work closely with the administrative staff to communicate priorities and goals of the program as they align to the school while engaging and developing parent and community leadership in the decision-making process.
15. Offer opportunities for parents and students to engage in Family Engagement Activities.
16. Collaborate with site coordinators and campus staff to ensure program variety remains unique and engaging.
17. Prepare and coordinate the summer program to include academic and extra-curricular activities for participating students throughout the extended dates.

Instructional Leadership

18. Utilize the 21st CCLC Student Tracking System to track and report student data and progress.
19. Ensure the 21st CCLC Assurances are met as required by the application.
20. Coordinate the development of a Logic Model on the Theory of Action Plan.
21. Coordinate the use of technology systems with the Transportation Director for safe and efficient transportation of students.
22. Provide quarterly reports to be made available to the Superintendent and Board of Trustees.
23. Ensure the purchase of required educational software programs for student use as outlined in the 21st CCLC Application.
24. Work closely with school administrators and staff in developing a curriculum consistent with project framework, philosophy and goals and in alignment with school-day content and operations.
25. Coordinate and evaluate the curricula and instructional programs and make appropriate recommendations for changes/modifications.
26. Research and apply best practices to the design and continuous improvement of all project related activities.

- 27. Perform duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.
- 28. Develop and update instruments for assessment including benchmarks.

Additional Program Management

- 29. Report progress, challenges, lessons learned, and any potential modifications being considered.
- 30. Prepare and provide reports as required while maintaining appropriate compliance and data activities.
- 31. Serve as Liaison for TEA and district, in regard to the 21st CCLC Program.
- 32. Attend and participate in all required 21st CCLC Trainings, webinars, conference calls, meetings, and school related activities at the school sites and administrative offices.
- 33. Serve on school, district and/or community advisory boards and/or committees related to program content as necessary.
- 34. Perform such other duties and assume such other responsibilities as may be assigned.

Policy, Reports and Law

- 35. Use to and implement the policies established by federal and state law, State Board of Education rule and Board Policy in curriculum and state initiatives.

Supervisory Responsibilities

- 36. Supervise and evaluate the performance of site coordinators and collaborate in the supervision of center staff.
- 37. Supervise and evaluate the performance of the Program Specialist.

Other

- 38. Perform other duties assigned or needed.
- 39. Maintain confidentiality of information at all times.
- 40. Keep abreast of changes and updates for the 21st Century Community Learning Centers Grant compliance.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____