

Job Title: COORDINATOR, (21st CENTURY COMMUNITY LEARNING CENTER (21st CCLC) PROGRAM SITE)
Reports to: Program Director, 21st Century Community Learning Center (21st CCLC)
Dept. / School: Curriculum & Instruction
Wage / Hour Status: Non-Exempt
Date Revised: June 29, 2023

Primary Purpose

The Program Site Coordinator (21st Century Community Learning Center (21st CCLC)) is responsible for the day-to-day operations of the projects outlined in the 21st Century Community Learning Center (CCLC) grant application. He/she will coordinate services with the Program Director (21st Century Community Learning Center (21st CCLC)) and community organizations to address the unique needs of students participating in the after school and summer programs. The Program Site Coordinator (21st Century Community Learning Center (21st CCLC)) will ensure the required staff for the implementation of the before, during and after school enrichment and academic activities is in place, will develop plans of action to increase student engagement activities and activities to increase student achievement, as well as coordinating the summer programs for the extended learning calendar to address learning loss. The Program Site Coordinator (21st Century Community Learning Center (21st CCLC)) will also assist with required data collection and the required timely submissions of reports ensuring all expenditures adhere to written guidelines. The Program Site Coordinator (21st Century Community Learning Center (21st CCLC)) will also ensure that the project adheres to goals and objectives prescribed in the grant application.

QUALIFICATIONS

Education / Certification

Bachelor's degree

Ability to understand budgets, and/or federal fund regulations

Ability to promote effective coordination and communication to implement support services

Ability to plan, develop, implement, coordinate, and provide technical assistance to all persons involved with implementation of the activities supported under this grant

Ability to assume leadership and keep a variety of activities on track

Ability to communicate effectively and work cooperatively with a diverse target audience

Ability to organize the various activities and support services that will take place at the program sites simultaneously during the school year, in addition to the summer program

Special Knowledge / Skills

Possess strong organization and administrative skills. Be skilled in Internet use.

Be proficient in Microsoft Office and Access or other data-based software.

Be able to demonstrate excellent verbal and written skills.

Bilingual communication skills – preferred.

Be proficient in technology based learning solutions.

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Ensure all activities are coordinated for students, to include before, during and after school events.
2. Implement grant policies to maximize student and parent participation.
3. Conduct the program orientation for families who have children participating in planned activities.
4. Facilitate presentations for parents on strategies for increasing reading and math achievement, to include make and takes.
5. Coordinate events that directly align with student activities so parents can reinforce what students are learning.
6. Communicate program expectations and program objectives to staff, students, and community stakeholders.

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7. Maintain inter-agency collaboration and networking, to include all community stakeholders.
8. Coordinate guest speakers to make presentations to families, or to present engaging activities to students.
9. Monitor participation progress, collects, and maintains student attendance for all after school extra-curricular events.
10. Develop a Plan of action for teacher or tutor absences.
11. Coordinate and manage program operations at the campus site or extra-curricular activity centers.
12. Attend off-site events with students.
13. Ensure all supplies and fees are ordered for program site, or off-site activities and paid for student participation activities.
14. Ensure the issuance and return of permission slips, for program and off-site activities.
15. Coordinate/supervise activities, schedules, and transportation for all project sites.
16. Attend trainings as required.
17. Train and learn the usage and reporting for any software the students will utilize.
18. Attend all meetings with the Program Director (21st Century Community Learning Center (21st CCLC)) and communicates any needs or concerns.
19. Assure that all activities provide engagement opportunities for students.
20. Work with transportation department to ensure busing is available for students, to return home after the program, or for events off-site.
21. Plan with Program Director to ensure that only evidence based resources are utilized following the 21st CCLC Blueprint.
22. Collaborate with teachers to develop practices for students using hands-on activities or physical activities to compliment academic learning.
23. Develop a calendar of events for academic and extra-curricular activities to be shared with all stakeholders.
24. Assist the Program Director (21st Century Community Learning Center (21st CCLC)) to prepare and coordinate the summer program to include academic and extra-curricular activities for participating students throughout the extended calendar.
25. Find opportunities to disseminate program information and recruit students during Back to School, PTO, or other campus event, such as assemblies.
26. Promote the 21st CCLC Program using the My Texas ACE Website resources following the program guidelines.
27. Update and maintain the 21st CCLC program information on the SFDRCSISD Website for the campus site.
28. Work in collaboration with the campus parental aide for parental involvement activities.

Policy, Reports and Law

29. Adhere to and implement the policies established by federal and state law, State Board of Education rule and Board policy in curriculum and state initiatives.

Professional Growth and Development

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30. Perform duties in a professional, ethical and responsible manner as defined in District policy and in the Texas Code of Ethics for Educators.

Other

31. Perform other duties assigned or needed.

32. Be available for an occasional Saturday event.

33. Maintain confidentiality of information at all times.

34. Keep abreast of changes and updates for the 21st CCLC Grant compliance requirements.

EQUIPMENT USED

Computer, printer, calculator, and copier

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide and occasional state-wide travel. Occasional prolonged and irregular hours.

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:** _____