

Job Title: SPECIALIST, (21st CENTURY COMMUNITY LEARNING CENTER (21st CCLC)) PROGRAM
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 Specialist (21st Century Community Learning Center (21st CCLC)) is responsible for assisting the 21st Century Community Learning Center (21st CCLC) Program Director and Program Site Coordinator(s) (21st Century Community Learning Center (21st CCLC)) with the implementation of the action steps outlined in the 21st Century Community Learning Center (CCLC) grant application. He/she will coordinate the calendar for the program director, schedule trainings and meetings, and purchase required materials and resources to address the unique needs of students participating in the after school and summer programs. The Program Specialist (21st Century Community Learning Center (21st CCLC)) will maintain the budget expenditures, arrange travel as needed, and ensure compliance with all expenses. The Program Specialist (21st Century Community Learning Center (21st CCLC)) will assist with the collection of required data, create applicable spreadsheets, and prepare reports for timely submissions to the appropriate agencies. The Program Site Coordinator (21st Century Community Learning Center (21st CCLC)) will provide the support required to ensure that the program 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. Maintain a positive and service oriented public image for the district and the 21st CCLC Grant program.
2. Develop and maintain all required forms and spreadsheets necessary for the Program Director (21st Century Community Learning Center (21st CCLC)).
3. Manage the overall operation of the office of the Program Director (21st Century Community Learning Center (21st CCLC)), coordinate the calendar by scheduling appointments and meetings, and receive visitors and telephone calls and monitor incoming correspondence.
4. Order all needed supplies, materials and resources needed at each campus site.

5. Coordinate all travel arrangements in compliance with the 21st CCLC grant guidelines and district accounting policies and procedures.
6. Process necessary paperwork for student travel, to include after school busing and off-site activities.
7. Oversee and track monthly expenditures for the grant.
8. Assist the Program Director 21st Century Community Learning Center (21st CCLC)) in the clerical preparation of all budgets and amendments.
9. Maintain an orderly system for all grant expenditures, sign in sheets, parental involvement sign in sheets and other compliance requirements.
10. Work with Site Coordinators to ensure the coordination of funding and timesheets to process extra-duty payroll, including the extended summer program.
11. Originate all amendments to approved budgets and budget justifications as needed and process according to district procedures.
12. Communicate program expectations and program objectives to staff, students, and community stakeholders.
13. Maintain inter-agency collaboration and networking, to include all community stakeholders.
14. Assist the director and site coordinators with guest speaker arrangements and any fees required.
15. Monitor participation progress, collect, and maintains student attendance for all after school extra-curricular events on a monthly basis.
16. Provide monthly expenditure reports to the Program Director 21st Century Community Learning Center (21st CCLC)).
17. Provide monthly reports to include, activities and events implemented at each campus site, along with participation counts.
18. Ensure all supplies and fees are ordered for campus program site, or off-site activities and paid for student participation activities.
19. Attend trainings as required.
20. Work with software vendors to acquire licenses for students and training for staff.
21. Attend meetings required by the Program Director 21st Century Community Learning Center (21st CCLC)) and communicates any needs or concerns.
22. Assure that all activities provide engagement opportunities for students.
23. Organize snacks and drinks for various activities that fall under the facilitation of the Program Director 21st Century Community Learning Center (21st CCLC)) and/or the Program Site Coordinator(s) 21st Century Community Learning Center (21st CCLC)).
24. Work with transportation department to ensure busing is available for students, to return home after the program, or for events off-site.
25. Plan with Program Director 21st Century Community Learning Center (21st CCLC)) to ensure that only evidence based resources are utilized following the 21st CCLC Blueprint.
26. Develop a calendar of events for academic and extra-curricular activities to be shared with all stakeholders and uploaded on the district website.
27. Complete all required documentation and submit to the agencies as per the grant stipulations.

- 28. Understand the 21st CCLC Grant goals and objectives to provide support with questions that arise.
- 29. 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.
- 30. Find opportunities to disseminate program information to all social media outlets routinely.
- 31. Promote the 21st CCLC Program using the My Texas ACE Website resources following the program guidelines.
- 32. Update and maintain the 21st CCLC program information on the SFDRICISD Website for the campus site.
- 33. Work in collaboration with the campus parental aide for parental involvement activities.

Policy, Reports and Law

- 34. 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

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

Other

- 36. Perform other duties assigned or needed.
- 37. Maintain confidentiality of information at all times.
- 38. 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

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment. 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:** _____