

Wendell 21st CCLC Program Director Job Description

Purpose Statement: The job of 21st CCLC program director was established to oversee the 21st Century Community Learning Centers program at his/her designated site. The program director will work with program staff to plan and implement each component of the extended learning program. The program director will train staff, monitor student needs and implement curriculum based on student needs. The program director will also be responsible for data collection and compiling performance reports.

This position reports to the District Superintendent

Essential Functions

- Provides accountability and direction for the 21st CCLC program operated at the site.
- Ensures program meets all state mandated requirements; such as a minimum of 12 hours per week of services, and all five elements: healthy snacks, homework help, literacy and math, one hour of weekly physical activity, and STEAM activities.
- Keeps student time and attendance data documented daily on **State provided** EXCEL workbook.
- Follows reporting schedule and submits all reports on time.
- Attends 21st CCLC training meetings, professional development and participates in 21st CCLC webinars.
- Prepares and presents student selection criteria, maintains student enrollment, audit docs, etc.
- Staffs program and fills in as needed in order for the program to meet state mandated standards.
- Maintains written job descriptions specific to 21st CCLC staff.
- Assigns staff to duties.
- Coordinates locations for all before and after school activities.
- Maintains evidence of continuous monitoring of student progress.
- Analyzes data and submits results to project director.
- Conducts and documents emergency and safety drills.
- Conducts a Fall parent orientation meeting.
- Provides a monthly 21st CCLC newsletter to participants and their families.
- Documents parent volunteer and partner meetings.
- Solicits meaningful input from students, parents, and partners by Google survey.
- Documents community partnerships that are specific to the 21st CCLC program.
- Documents partners and volunteers actively engaged in collaborative activities of the 21st CCLC program.
- Documents partnerships and volunteer activities reflecting student interests and abilities that enable students to participate in a variety of meaningful and fun enrichment activities.

Other Function:

- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the 21st CCLC program and provide fidelity to the grant.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities

Skills: Specific skill-based competencies required to satisfactorily perform the functions of the job include but are not limited to: adhering to safety practices: operating standard office equipment including pertinent software applications and preparing and maintaining accurate records.

Knowledge: Knowledge is required to perform basic math, including calculations using fractions, percents and/or ratios: read a variety of manuals, write documents following prescribed formats and/or present information to others: solve practical problems. Basic computer use.

Ability: Ability is required to schedule activities and/or meetings and events; gather and/or collate data: use job related equipment. Flexibility is required to work with others: Some problem solving is required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job. They include: communicating with diverse groups, meeting deadlines and schedules, setting priorities, ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working independently, occasional lifting, carrying, pushing, and/or pulling: some climbing and balancing: some stooping, kneeling, crouching and/or crawling and significant fine finger dexterity. This job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

Bachelors degree in education preferred.

Clearance

Criminal Justice Fingerprinting/Background Clearance