

JOB DESCRIPTION
Cumberland County School District

21st CCLC Site Coordinator
Federal Programs

Purpose Statement

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

This position reports to the Federal Programs Director

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, remedial reading and math, one hour of weekly physical activity, and STEAM activities.
- Keeps student time and attendance data documented daily in ELAP.
- Follows reporting schedule and submits all reports on time.
- Attends 21st CCLC training meetings and participates in 21st CCLC webinars.
- Prepares and presents student selection criteria, maintains student applications, teacher forms, 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 parent orientation meeting.
- Provides a monthly 21st CCLC newsletter to participants and their families.
- Maintains a current 21st CCLC bulletin board including, but not limited to, current schedules, activities, pictures, etc.
- Documents parent volunteer and partner meetings.
- Solicits meaningful input from students, parents, and partners by written 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 Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include basic computer use.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; physical stamina; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Certified teacher with level 4 or 5 evaluation level preferred.

Education Bachelor's degree in job related area. Master's degree preferred.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

TN Teaching License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

\$25 per hour