2013-2014 21st CENTURY SITE COORDINATOR
JOB DESCRIPTION

Job Title: 21st CCLC Site Coordinator   **Wage/Hour Status:** Exempt

Reports to: 21st Century Supervisor   **Pay Grade:** Per Grant (205 Calendar)

Dept. /School: Curriculum & Instruction/ PEIMS   **Date Revised:** 09/01/2013

Primary Purpose:

Plans, implements, hires, supervises, and evaluates all staff, programs and activities to help students strive to improve in academics, attendance, behavior, promotion rates and graduation rates; specifically for the 21st Century Community Learning Center program at on campus site.

Qualifications:

Education/Certification:
Bachelor's degree from an accredited college or university
College course work in education/youth issues, preferred
CPR and first aid certifications
Valid Texas driver's license; CDL preferred
Must meet the eligibility for driving district vehicles
Successful completion of
- 8 hours pre-service training annually, plus
- 16 hours of various trainings annually

Special Knowledge/Skills:
Knowledge of principles related to development of youth between 5 and 18 years of age
Knowledge of infusing academic and leisure studies
Strong organizational, communication, leadership, technology, and interpersonal skills

Experience:
Two years experience with out-of-school program management preferred
Experience with child development or leisure studies preferred
Demonstrated ability to effectively work with others and provide leadership to your and adults

Major Responsibilities and Duties:

Program Management

- Pla, develop, implement and evaluate programs, services and activities for the site in cooperation with the grant supervisor

- Establish programs, activities that prepare youth for success, promoting safety of members and quality in programs at all times

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- Create a club environment that facilitates the achievement of Youth Development Outcomes

- Understand your responsibility as a role model for youth

- Plan develop, implement and evaluate programs, services and activities for site

- Document all outcomes and objectives as needed in reports to TEA

- Provide accurate financial documentation and management for the site

- Hire part-time teachers and recruit volunteer staff

- Supervise the performance of teachers, program volunteers, and community based organizations' staff.

- Provide leadership at special programs and/or events

- Make a positive contribution to after-school team and campus teacher department meetings

- Actively recruit students who are recommended for the program by teachers, counselors, and administrators

- Demonstrate flexibility and ability to manage situations of ambiguity, including helping monitor and supervise students during the after-school hour program

- Develop and maintain public relations

- Update and maintain skills in use of current technology and information management systems

- Develop partnerships with parents, community leaders and organizations.

- Maintain daily contact with principal, teachers, after-school staff and volunteers to discuss issues, challenges an opportunities

- Provide and receive information as warranted

- Provide guidance and discipline to students

- Meet weekly with District Grant Supervisor

- Maintain contact with other youth-serving agencies, schools, and parents of participants

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- The Principal or his/her designee may assign other duties and accountabilities limited to those

  consistent with the applicable job function and pay grade.

Working conditions: Mental demands/Physical demands/Environmental factors: Maintain emotional control under stress. Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multi-faceted projects in conjunction with day-to-day activies. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

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.

Employee Signature_____Date_____

Printed Name   _____