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**Position Title**

21st Century Community Learning Centers (CCLC) Site Coordinator/Supervisor

Position Description

This individual will be employed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the program organization, the school district, or the partner community-based organization) to oversee the 21st CCLC program at the assigned site. The primary purpose of this position is to plan and coordinate a comprehensive out of school time program for students in compliance with the provisions of the 21st CCLC program grant. Each Site Coordinator will coordinate program activities, monitor students, and oversee staff and volunteers at their assigned site.

Duties and ****Responsibilities****

* Coordinates 21st CCLC program for students at assigned site through collaboration with staff, students, parents/guardians, and identified community partners.
* Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
* Meets regularly with the principal, school day staff, and program partners.
* Works closely with and provides ongoing supervision to program staff.
* Facilitates regularly scheduled staff meetings and program debriefing times.
* Provides sufficient planning and prep time to program staff.
* Provides guidance and is responsible for program volunteers and ensuring compliance with district processes.
* Schedules educational activities, programs, and events to support student academic success and enrichment as well as family engagement and support.
* Demonstrates understanding of and support for district core values, district mission, district strategic plan, and school improvement plans.
* Ensures that the program adheres to any organizational or 21st CCLC grant requirements.
* Monitors students’ arrival and departure, assists with meals/snacks, academic support, and enrichment activities as needed.
* Collects and monitors attendance records for students and staff.
* Ensures timely and accurate data entry and monitors data collection system in cooperation with the Project Director and district.
* Monitors classes, program activities, and program operations to ensure effectiveness, efficiency, and safety.
* Assists with managing funding from district and partner agencies in accordance with funding requirements.
* Works with the program and school day staff to provide consistent, proactive student behavior support; manages student behavior issues, takes appropriate action, and contacts families and Project Director as needed.
* Prepares budgets, reports, and program evaluation activities to support 21st CCLC programming.
* Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
* Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
* Responds to questions and other information requests from families, students, staff, school personnel, and community members.
* Follows all safety rules and takes all reasonable precautions to provide a safe and secure environment for students and employees.
* Complies with professional development activities as required by the district and 21st CCLC grant expectations.

Qualifications, Competencies, and Skills

* *Education and/or Experience*: Bachelor’s or associate’s degree or equivalent in education, youth development, or related field of study preferred. Some experience working with or coordinating state or federal grants and working with youth or students preferred.
* *Interpersonal Skills:* Works well with others. Focuses on solving conflict. Maintains confidentiality. Listens to others. Remains open to others’ ideas. Contributes to building a positive team spirit.
* *Language Skills:* Ability to read and interpret program communication and write effective staff and family communication and program reports. Ability to effectively present information and respond to questions from various groups and individuals. Ability to communicate in Spanish or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ preferred.
* *Computer Skills:* Knowledge of word processing software, internet software, database software, educational programs, and/or a willingness to learn.
* *Certificates, Licenses, Registrations:* Valid driver’s license. Ability to provide reliable and safe transportation for job-related travel. Other certificates/licenses as determined by the district.

Preferred Qualifications, Competencies, and Skills

* Holds a master’s degree in education, youth development, or another related field.
* Has previous experience in grant writing, management, and reporting.
* Has previous experience in program evaluation and data use for continuous program improvement.
* Has prior experience in an educational or recreational setting in a school- or community-based organization.
* Has knowledge of or connection to the local community.
* Has a recommendation from program partners.

**Salary**

This is a full-time salaried position. Salary is commensurate with experience, and a benefits package is included. Please inquire for details.

**Hours**

This position requires on site supervision from \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Monday – Friday.

**Schedule**

Program Dates:

Mandatory staff meetings/trainings:

Mandatory professional development:

How to Apply

Please submit your letter of intent, résumé, three references, and any additional materials to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*\_\_\_\_\_\_\_\_\_\_\_\_\_ provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ uses only job-related criteria in making decisions concerning applicants and employees.*