



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR 21ST CENTURY COMMUNITY LEARNING CENTER
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	II, Grade 5
WORK YEAR:	230
FLSA STATUS:	EXEMP
JOB CLASS CODE:	8467
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages all operations at the school-based center. The purpose of the 21st Century Community Learning Center is to provide students with the out-of-school time opportunities for academic, artistic, and cultural enrichment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, develops, implements, and evaluates site programs, services, and activities, including school-year afterschool programs and summer programs
- Coordinates with other District departments (e.g., food service, transportation) to ensure delivery of services
- Collects and documents all objectives, outcomes, student data, and other information as required by the Kentucky Department of Education
- Provides accurate financial documentation and management for the site
- Hires and supervises part-time program teachers, instructional assistants, and volunteers
- Identifies professional development opportunities for program staff
- Coordinates with community organizations on the implementation of enrichment opportunities
- Recruits students and parents who meet priority criteria outlined in the grant application
- Implements a communication plan to keep parents informed of students' progress and available programs
- Convenes an Advisory Council of staff, parents, and community representatives to assess program needs, review activities, and monitor program performance
- Communicates with the site's Principal and teachers in order to link program activities to school-day learning
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Perform other duties as assigned by the Principal and/or director as it relates to the implementation of 21st CCLC

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Experience partnering with businesses and community organizations
- Experience working with youth and students from diverse backgrounds
- Effective communication skills
- Valid driver's license

DESIRABLE QUALIFICATIONS

- Experience working in schools

Experience overseeing a program budget
Experience coordinating afterschool programs
Experience in a diverse workplace
Demonstrated proficiency in two (2) languages: English and another appropriate language

Footnote
This position is funded through a grant from the Kentucky Department of Education and is subject to the availability of funds.