

**Sheffield City Schools**  
**21st Century Community Learning Center**  
**After School Program**

**TITLE: SITE COORDINATOR** - 21st Century Community Learning Centers (Threadgill Primary School, LE Willson Elementary, and Sheffield Junior High School)

**REPORTS TO:** School Principal/District Grant Writer (Curriculum and Instruction Director)

**QUALIFICATIONS:**

1. Bachelor's Degree in Education required, Master's Degree preferred.
2. Three years experience as classroom teacher required.
3. Prior experience in supervising an after school program preferred.
4. Excellent communication skills and the ability to work with individuals of diverse cultural/ethnic backgrounds.

**JOB GOAL:**

Responsible for the management and supervision of the day-to-day operation of the 21st Century Community Learning Center (CCLC) Program at project site.

**JOB RESPONSIBILITIES:**

1. Responsible for assuring high-quality program services and support to enrolled children and their families and providing sufficient communication.
2. Ensures that the site staff and programmatic activities comply with school district and 21st CCLC Program rules, regulations, policies and procedures.
3. Maintain accurate, complete and current financial records.
4. Leads student recruitment efforts and identification of students to participate in the program.
5. Supervise instructional, non-instructional, volunteers and students.
6. Responsible for data collection and analysis.
7. Coordinate parent and family events.
8. Establishing, maintaining and strengthening community partnerships.
9. Meets with regular school day staff and principal to discuss student needs.
10. Facilitate staff meetings and supervise development of curriculum, activities, family involvement opportunities and field trips.
11. Attend all required meetings/training.
12. Coordinates professional development for staff.
13. Facilitate all program advisory meetings.
14. Ensure program activities align with the goals, strategies and activities outlined in the 21st CCLC Grant application.
15. Assist the district grant writer and federal programs department in program budgeting, data collection and analysis, program evaluation, submitting annual and other required reports.
16. Responsible for maintaining up-to-date grant related documentation.
17. Collaborate with community agencies to provide appropriate enrichment activities.
18. Respond promptly and courteously to parent concerns and/or complaints. Immediately notify the principal and district grant writer of parent concerns and/or complaints.
19. Work closely with and communicate in a timely manner with school principal and district level coordinators/directors/departments.

20. Maintain current CPR certification.
21. Other duties as assigned.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, walk and use hands to finger, to handle, or feel objects, equipment, or controls. The employee frequently is required to talk and hear. The employee is occasionally required to reach with hands and arms, climb stairs, bend, stoop, squat, and crouch and kneel. The employee must occasionally lift, push, pull, carry and/or move up to 50 pounds. Specific vision abilities required by this job include near vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

**SALARY:** \$35.00 per hour