

## Site Coordinator

Job Title: 21st Century Community Learning Centers Program Site Coordinator

Wage/Hour Status: Part time 14hrs/week

Reports to: 21st Century Project Director

Pay Grade: \$20-\$30 /hr depending on experience

Dept./School: Willcox Elementary School

Date Revised: 07/2024

### Primary Purpose

- To successfully incorporate the program vision, goals and objectives into the activities of the site.
- To successfully assist in designing, developing and managing program components that lead to positive outcomes for the participating children and their families.
- To develop and maintain a safe, supportive learning environment in which children thrive.
- To assist in developing a team that includes the principal, classroom teachers and other school-day staff; program leaders; parents; and corporate and community volunteers.
- To actively participate in staff development workshops that are designed to contribute to personal and professional growth.

### Qualifications Minimum Education/Certification

- AA degree or equivalent, with course work in child development or related area and/or paid or volunteer experience with students

### Special Knowledge/Skills

- Basic concepts of child development and atypical child behavior characteristics
- Appropriate human relations and student needs
- Proper English usage, spelling, grammar and arithmetical concepts
- Routine filing, computer skills and record keeping procedures.

### Minimum Experience

- Two (2) years or more in an out-of-school time program
- Prefer previous experience as supervisor or director

### Major Responsibilities and Duties

- Design and implement programs designed to increase student performance in core academic areas to prepare students for success on state achievement tests.
- Coordinate all activities and meet all the needs of the program before, during and after school hours.
- Coordinate with food services to provide daily snacks to students and ensure that accurate counts are given to avoid snack overage charges.
- Be available during the school day to provide advocacy for students enrolled in the 21st CCLC program.
- Attend campus team meetings and implement academic tutoring and homework time designed to support teachers and increase student academic scores.

- Work with principal and school officials on recruitment efforts and activity planning to ensure alignment with the school day.
- Meet the required state department of education performance measures for student enrollment and attendance.
- Conduct the program needs assessment and develop the program service delivery plan.
- Meet with students, teachers and parents as necessary to communicate student needs.
- Facilitate strategies for student assessments, student interventions, and determine best course of action.
- Administer student pre-session and post-session tests as applicable.
- Gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades, attendance, behavior, referrals, student program participation, staffing, partners, etc.
- Ensure data are entered into the online tracking system within specified timelines throughout the grant period.
- Attend required conferences and training sessions and facilitate training to staff.
- Assist with instructing and supervising students.
- Implement family education programs for families of afterschool students to meet state department of education performance indicators.
- Recruit staff.
- Cultivate relationships with community partners, and monitor partner participation in program.
- Assist in budget preparation, budget monitoring, and purchasing of needed supplies and equipment.
- Ensure that team members share the same vision and goals.
- Assist in evaluating staff performance and make recommendations for hiring, discipline and termination.
- Assist in providing resources and tools for all team members.
- Maintain all site supplies.
- Ensure that students are well-behaved and implement discipline policy when necessary.
- Keep school staff informed about program.
- Maintain the safety of site and students.
- Perform routine first aid and seek assistance for serious illness/injury.
- Design, facilitate, and compile teacher, student, and parent surveys.
- Assist in effectively managing site operations, including timely completion and submittal of reports.
- Perform related duties as assigned.

#### Supervisory Responsibilities

- Supervise and facilitate evaluation of assistants.

#### Working Conditions (Mental Demands/Physical Demands/Environmental Factors)

- Physically and mentally able to perform the essential duties of the position without hazard to self or others
- Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis
- Reach in all directions, lift and carry 20 pounds of materials
- Work in classroom and outdoor environments, sometimes in adverse weather conditions

- Willingness to work on weekends when staff development or other activities such as field trips are scheduled.