

Union Public Schools Job Description

Position Title: Program Coordinator for 21st Century Community Learning Center
Department: Teaching and Learning
Reports To: Ellen Ochoa Elementary School Principal

FLSA Designation: Exempt

SUMMARY: Provides leadership for the 21st Century Community Learning Center grant. Manages start-up, implementation, and evaluation in accordance with the assurances of the grant program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Chairs the 21st CCLC Advisory Committee.
- Performs tasks including hiring staff, creating professional development schedules, creating daily student schedules, day to day management, coordination with nutrition services, monthly claims to OSDE, data management, evaluation, and annual reports of 21st CCLC.
- Provides oversight of plans and directs efforts to engage families of 21st CCLC students in literacy and other educational programs.
- Assures 21st CCLC activities complement the regular school day and core components are effectively linked to school curriculum and Oklahoma Academic Skills.
- Develops and maintains strong working relationships with key providers of services and programs.
- Develops programs that aim to increase educational opportunities and social connections for students and families.
- Manages the development of the sustainability plan.
- Prepares and presents written and oral reports to principal.
- Participates in training and professional development by OSDE for 21st CCLC directors.
- Works with various software applications, entering and retrieving data as needed.
- Hire and supervise part-time staff during out-of-school activities.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal related to the 21st Century Community Learning Center Grant.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of ten or more part-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Associate's or Bachelor's degree in social work, education, health or related field, master's preferred, 5 (five) years of administrative experience or community building preferred, 5 (five) years of experience in program planning, implementation, evaluation and organizational support preferred, bilingual skills preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret complex information. Ability to write routine reports and correspondence. Ability to communicate clearly before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to build community partnerships and maintain working relationships. Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation. Ability to demonstrate cultural sensitivity and work with a diverse group of people. Ability to adhere to school policies and procedures. Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.