Sample

21st Century Community Learning Centers (CCLC)

Center Coordinator Position Description

The primary purpose of the 21st CCLC Center Coordinator is to implement and oversee a comprehensive 21st CCLC expanded learning program center for students in compliance with the provisions of the program grant. The Center Coordinator will coordinate program activities, implement effective outreach and engagement strategies, collect and report data, monitor and support students, assist in staff recruitment and hiring, and oversee staff and volunteers at their assigned site.The Center Coordinator manages all operations at the 21st CCLC site.

Duties and Responsibilities include but not limited to:

- Assists with the planning, development, implementation, evaluation of site programs, services, and activities in cooperation with the 21st CCLC Program DirectorCoordinates 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 to ensure program is aligned with the school day curriculum and program,
- 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, school principal, and Program Director as needed.
- Works closely with and provides ongoing supervision to program center 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, volunteer required training, 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.
- Schedules educational activities, programs, and events to support student academic success and enrichment as well as family engagement and support.
- Ensures that the program adheres to any organizational and 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 Program 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.
- 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.
- Provides and ensures all staff have the necessary training and professional development to address student needs and learning styles
- 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.
- Implements and conducts safety preparedness drills on a regular basis and takes all reasonable precautions to provide a safe and secure environment for students and employees.
- Complies with professional development and staff training activities as required by the district and 21st CCLC grant expectations.