SCHOOL DISTRICT OF HOLMES COUNTY
21ST CENTURY COMMUNITY LEARNING CENTER

TITLE:
21st CCLC School Site Coordinator

REPORTS TO:
21st CCLC Program Coordinator

SUPERVISES:
Program Teachers

QUALIFICATIONS:

(1) Bachelor's Degree or higher in Educational related field from an accredited institution
(2) Florida Educators Certificate preferred
(3) Former or current Employee with the Holmes District School Board is preferred
(4) Experience administering after school and summer programming

JOB GOAL

To coordinate and oversee the 21st CCLC program at school sites in order to best meet the needs of students and families in which the site serves. Each site coordinator will ensure the implementation of the approved 21st CCLC project application and programming.

PERFORMANCE RESPONSIBILITIES:

- Oversee 21st CCLC program at school site during operational hours.
- Schedule staff to program activities.
- Plan and write lesson plans for actively participating 21st CCLC students for all programming requirements: STEAM Lessons, Literacy Lessons, Dropout Prevention, Enrichment Lessons
- Distribute lesson plans and resources to 21st CCLC teachers for implementation.
- Work with the Program Coordinator to order materials and supplies needed for the implementation of activities.
- Collaborate with 21st CCLC staff and school day teachers to ensure students' needs are being met with the programming.
- Ensure a healthy and safe environment while ensuring facilities, equipment, and supplies are maintained.
- Ensure data is being collected and provided to the program coordinator in a timely manner.
- Ensure the accuracy of timesheets and submit payroll in a timely manner.
- Monitor snack distribution and students until afterschool teachers start programming each day.
- Complete daily attendance records
- Participate in the advisory board

- Communicate with parents, families, and school day teachers and school leadership teams in the implementation of the 21st CCLC.
- Help plan and attend Family Events.
- Ensure the recruitment and retention of students and families.

Other Information:

- The School Site Coordinator is a 100% grant funded position through the 21st Century Community Learning Centers Grant authorized under Title IV, Part B of the Elementary and Secondary Education Act.
- All time and effort for the School Site Coordinator must be in accordance with the 21st CCLC Program.
- The position will be filled on a year-to year basis per the availability of grant funds.