



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
 Phoenix, Arizona 85009-2416
 602-484-4112 Fax 602-455-6701
 Carlos Bejarano, Ed.D., Superintendent

21st Century Community Learning Centers (CCLC)

Site Coordinator

Essential Duties for Academic Year
2010-2011

DEPARTMENT: Teaching & Learning
ACCOUNTABLE TO: Prevention Coordinator, Director of Federal Program & Associate Superintendent of Teaching & Learning & Principals
NUMBER OF POSITIONS: 4
ANNUAL AMOUNT: \$7,200

Under general direction, incumbent(s) oversees the implementation of the 21st Century Grant to include designing program to meet academic needs, supervising temporary employees, managing budget, attending meetings, and evaluating student data and completed required reports. In addition, incumbent(s) works with District staff, community partners, and other constituents to ensure the programs are meeting the objectives of the 21st Century Grant.

<i>DUTY NO.</i>	<i>ESSENTIAL DUTIES</i>	<i>FREQUENCY</i>
1.	Designs the program to meet the stated academic growth in core subject areas to meet the grant objectives. Coordinates the implementation of curriculum, instruction, and assessment programs in the after-school classroom and monitors the instructional delivery to targeted students. Consults with the Teaching & Learning administration, principals, and teachers to ensure the program goals are being met. Evaluates and adjusts class offerings to ensure targeted students' needs are being achieved.	Daily
2.	Supervises site instructors and support staff for the 21 st CCLC Extended Day Program to include interviewing and making hiring recommendations, completing site instructor agreements, observing classes, monitoring work performance, determining workloads, establishing work schedules, conducting performance evaluations, performing training functions, and maintaining records. Recruits employees to participate in programs.	Daily
3.	Acts as a liaison with community partners, school staff, students, and other stakeholders in regards to the 21 st Century Community Learning Centers (CCLC) Summer Program. Seeks donations and additional grant funds to sustain the program. Coordinates district resources to support program including but not limited to assessment services, custodial, transportation, and food services.	Daily
4.	Works with District and school personnel to ensure compliance with policies and procedures are being adhered to such as emergency, hiring, use of facility, student pick-up, lockdowns, permission slips, and other protocols. Facilitates fire drills and creates emergency plans for after school programs. -	Daily
5.	Monitors student attendance of the programs by collecting attendance rosters, oversees attendance database, and tracking number of days in attendance per student. Researches student assessment and other demographics and enters information into the database.	Daily
6.	Develops lesson plans and activities, instructs students, maintains discipline, and evaluates student's development for the 21 st Century Community Learning Centers (CCLC) Summer Program.	Daily
7.	Designs and coordinates adult education classes as instructed in the grant. Researches adult education programs and identifies needs of the community. Evaluates adult education classes and makes revisions to ensure needs are being met.	Daily

8.	Manages allocated budget by tracking expenditures, requesting budget transfers, ensuring contracts for purchase services are complete before work begins, submitting contractor invoices in a timely manner, determining needs for materials and supplies, inputting electronic purchase requisitions, maintaining purchase order log, and submitting receipts and other paperwork to the Teaching & Learning Department.	Weekly
9.	Oversees the payment of temporary staff to include completing required paperwork, verifying pay rates, collecting and approving timesheets and stipends, and submitting payment paperwork to the Teaching & Learning Department.	Weekly
10.	Attends all planning sessions and collaborative meetings sponsored by the Prevention Coordinator, moreover the Teaching & Learning Department. Participates in professional development activities that are provided by the District, Arizona Department of Education, and other professional development organizations.	Monthly
11.	Evaluates student data to target students for program participation. Oversees preparation of registration materials to register identified students.	Quarterly
12.	Distributes and collects pre-surveys during initial session of class offerings. Distributes and collects post-surveys during final session of class offerings. Collects teacher surveys. Tallies and analyzes results of the surveys. Monitors accurate records to complete the required Summary of Classes and Annual Report. Completes and certifies all data for entry on Learning Points Annual Report.	Quarterly
13.	Performs other duties as required.	As Required

REQUIRED QUALIFICATIONS:

To be eligible for this position, an applicant must meet the following required qualifications. In addition, verification of these required qualifications is necessary.

- Bachelor's degree in Education, Social Work, Counseling, Psychology, or other instructional field;
- Three years of contracted teaching, counseling, or related experience in a public school setting.

PREFERRED QUALIFICATIONS:

It is preferred that applicants possess the following preferred qualifications; however, the following qualifications are not required to be eligible for this position.

- Master's degree in Education;
- Three years of supervising after school programs.

KNOWLEDGE AND SKILLS REQUIRED:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Skills required, but not limited to, for this position include:

- Demonstrating principles of project management;
- Providing leadership and motivating staff;
- Collecting and analyzing student data;
- Evaluating programs in relation to needs;
- Applying budgetary principles;
- Applying supervisory techniques;
- Using computer-related software;
- Understanding human resource and finance procedures;
- Demonstrating instructional services to students;
- Engaging and encouraging communication skills while interacting with supervisors, staff, students, etc. to exchange information.

PHYSICAL REQUIREMENTS:

The physical requirements 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING ENVIRONMENT:

The working 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. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles. The noise level in the work environment is usually moderate.