

JOB DESCRIPTION

POSITION TITLE: Site Coordinator, 21 st Century Community Learning Center Grant	JOB CODE: A824
DIVISION: Leadership & Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership & Learning	WORK DAYS: As needed
REPORTS TO: Program Director, 21 st Century Community Learning Center Grant	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Assists the Program Director with the day-to-day operations of the youth after school program funded by the Georgia Department of Education 21 st Century Community Learning Center Grant; maintains and reports student data.	

REQUIREMENTS:

1.	Educational Level: HS Diploma or GED required; Bachelor's degree preferred with emphasis in social work, psychology, or education
2.	Certification/License Required: None; Valid Georgia Teaching Certificate preferred
3.	Experience: 3 years' work experience in social work, education, or youth development
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; strong organizational and interpersonal skills; creativity and flexibility are essential

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Demonstrates expert knowledge of mentoring program policies and procedures.
3.	Works directly with the program director to arrange and carry out all student and parent activities.
4.	Assists with conducting interviews with volunteers and students in the program.
5.	Works in a team environment with the Program Director to collect student and parent intake information, reviews information daily and weekly with the Program staff, and develops written reports and student recommendations.
6.	Collects, submits, and reports program data for required grant report.
7.	Identifies student needs for developing programs.
8.	Supervises and monitors the instructional program.
9.	Supervises students, tutors, volunteers, and facilitation staff.
10.	Attends regional/national conferences to increase knowledge of program and best practices.
11.	Attends site level meetings as required.
12.	Performs additional duties as assigned by appropriate administrator.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____