

**JOB TITLE:** Federal Programs Grant Coordinator/21<sup>st</sup> Century Director

**DEPARTMENT:** Education Service Center

**REPORTS TO:** Executive Director of Assessment/Federal Programs

**FLSA STATUS:** Exempt

**EMPLOYMENT STATUS:** 12-Month Contract

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## **MINIMUM JOB REQUIREMENTS:**

- Education:** High School Diploma or equivalent required. Bachelor's degree in education, administration, or related field preferred.
- Experience:** 3+ years in educational leadership or program management preferred. Experience with afterschool/summer programs or federal grants preferred.
- Skills:** Strong leadership and organizational skills; ability to manage multiple tasks and meet deadlines. Proficient in Microsoft Office and Google Workspace. Effective communicator with staff, students, families, and community partners. Knowledge of federal grant compliance, budgeting, and data reporting.

## **ESSENTIAL JOB FUNCTIONS:**

These statements are intended to describe the responsibilities assigned to the position and are not intended to represent an exhaustive list of all duties and skills required.

- Manage the overall operation, planning, and evaluation of the 21st CCLC afterschool and summer programs.
- Supervise daily activities, staff, and scheduling at the program site(s).
- Coordinate academic support and enrichment activities that align with district and grant goals.
- Collaborate with school staff, community partners, and families to ensure program success.
- Monitor and manage 21st CCLC budgets, requisitions, timesheets, and inventory in compliance with federal guidelines.
- Organize and deliver professional development for afterschool and summer staff, including sessions on youth development, Kagan strategies, PBL, and trauma-informed practices.
- Maintain accurate documentation for federal monitoring including attendance records, assessment data, stakeholder feedback, and family engagement logs.
- Oversee contracted service providers and ensure their alignment with program goals.
- Lead monthly advisory committee meetings and maintain regular communication with stakeholders.
- Submit timely reports and data to the Oklahoma State Department of Education.

**ESSENTIAL BEHAVIOR:**

Ability to demonstrate initiative and sound judgment in all situations. Must be highly dependable, able to handle sensitive situations professionally, and maintain positive relationships with students, families, staff, and community partners.

**ATTENDANCE STATEMENT:**

Able to be in attendance for assigned responsibilities with a minimum of 95% attendance.

**ENVIRONMENTAL CONDITIONS:**

Primarily inside working conditions with minimal exposure to extreme environmental conditions.

**PHYSICAL STANDARDS:**

- Sitting, walking, and standing for extended periods.
- Talking and hearing to communicate with staff and stakeholders.
- Manual dexterity to operate a computer and office equipment.
- Ability to lift up to 40 lbs. for event setup or material handling.
- Occasional bending, stooping, or reaching to perform job duties.