

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

Position Title: Site Facilitator
Department: Student & Family Services
Reports To: Chief of Student & Family Services
Compensation: Commensurate with experience
Calendar: 200 Day
Category: Standard Group

SUMMARY

Oversees implementation of the before and after school programs for the 21st Century Grant at either an elementary, middle school or high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned

- Reports to work as scheduled on a regular and reliable basis.
- Organizes and assists in the implementation of the 21st Century Grant before and after school programs at an elementary, middle school or high school each day that school is in session.
- Secures all needed snacks and materials for community partners and staff at 21st Century Grant program.
- Assist with attendance of all participants at 21st Century Grant program events.
- Assists in developing methods of recruitment for student participation in programs
- Assists in coordination and facilitation of student transportation if needed for participation in district before and after programs.
- Acts as a liaison between the district and community partners in providing services for students.
- Participates in Family Literacy and Family Engagement programs and events offered through the 21st Century grant.
- Acts as a liaison between district, partners and parents in providing access to the programs for students.
- Routinely joins 21st Century Grant Advisory Board for school specific updates.
- Assist with day to day operations of the 21st Century Grant program at assigned location.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

Associate degree in Human service or related field preferred. Bachelor's degree preferred. Prior experience in human service area preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None

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LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory to recreational programs; ability to plan and implement Ability to work effectively with colleagues, parents, students and parents. Ability to collaborate effectively with community partners. Demonstrated effective communication skills both oral and written. Demonstrated effective organizational skills.

PHYSICAL DEMANDS

The physical demands 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 will regularly sit, walk and stand. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work 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. The noise level in the work environment is usually quiet. The environment may be noisy when attending student events or assisting on field trips. The employee is directly responsible for the safety, well-being of students. The employee may be required to work outdoors in hot or cold weather and may be required to travel from work location to work location.

The information contained in this job description is in compliance with American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.