

# United Independent School District

## Department of Human Resources

### PROGRAM COORDINATOR- 21<sup>ST</sup> CENTURY CLC (Cycle 12) Federal and State Programs Department

**Primary Purpose:**

Responsible for the oversight and operations of the 21st Century Community Learning Center program under the guidelines of the 21st CCLC grant mandated by TEA. The primary focus will be the coordination of programs development and implementation; staff development, and budget management for the after-school 21<sup>st</sup> CCLC grant and ensure the delivery of quality, aligned academic curriculum and tutoring and quality recreational opportunities in afterschool sites in accordance with funding priorities. *Position funded by the Texas Education Agency.*

**Educational Qualifications:**

- Bachelor's Degree
- Master's Degree preferred
- Valid Texas Teaching Certificate
- Minimum of five (5) completed years of service as a classroom teacher
- Leadership experience preferred

**Major Responsibilities and Duties:**

1. Establish Campus-Based After School program (through the 21st Century Community Learning Centers) that strives to improve student academics, attendance behavior, promotion rates, and graduation rates.
2. Plan, develop, implement, and evaluate overall programs, services and activities to ensure they meet state objectives and the needs and interests of students.
3. Ensure the establishment and implementation of all policies and procedures that fulfill the requirements of the Texas 21st Century Learning Centers, Cycle 12.
4. Attend all required TEA trainings, webinars, conference calls, meetings and work collaboratively with assigned technical support.
5. Ensure the reporting of student data and information from each center to meet reporting requirements to ensure that timelines are met.
6. Compile regular reports reflecting all student activities, attendance, participation, or other data as needed.
7. Ensure the control of center expenditures against the grant budget.
8. Hire program staff and help recruit and negotiate community- based organizations and volunteers for the program.
9. Prepare and ensure completion of outreach materials and dissemination of program information.
10. Oversee the scheduling of program activities in collaboration with campus principals, program planning teams, program staff.
11. Manage site budgets and purchase of materials, while working with the administrative and accounting offices.
12. Ensure and enforce compliance with organizational policies and procedures for all staff.
13. Require, manage and provide staff development opportunities for staff and volunteers.
14. Conduct regular staff meetings.
15. Ensure a productive work environment at all sites.
16. Develop partnerships with parents, community leaders and organizations.
17. Develop and maintain public relations to increase the visibility of the after-school programs, services, and activities within the community.
18. Supervise and coordinate all staff and volunteers at special events.
19. Maintain daily contact with program and administrative staff to interpret and explain organizational mission and standards, and to discuss issues and provide/receive information.
20. Maintain contact with external community and school groups, students' parents, and others to assist in resolving problems and to market/ promote the program.
21. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
22. Continually seek additional funding sources from outside the district to include grants.

**Program Coordinator – 21<sup>st</sup> Century (continued)**

23. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
24. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
25. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

26. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
27. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

**Terms of Employment:**

Wage / Hour Status:	Exempt
Minimum Salary:	\$64,168
Pay Grade:	3
Minimum Work Days:	226
Months:	12

**Date Last Revised:** 07/25

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*