

## **Job Description: Drew Central Elementary 21<sup>st</sup> CCLC Site Coordinator**

### **\*Essential Duties and Responsibilities:**

- Must be present during program hours to oversee activities and supervise staff
- Facilitates the development of the daily program schedule and curriculum.
- Ensures program includes activities that contribute to the academic, cognitive, social, emotional, and physical well-being and growth of each student
- Ensures that program activities align to the goals and objective in the awarded grant
- Facilitates staff meetings to review progress toward program goals, debrief activities, communicate expectations, and review program evaluations
- Ensures activities are aligned to state curriculum standards and are age appropriate
- Ensures children and youth are supervised at all times by qualified adults
- Coordinates family and community engagement meetings and/or trainings that allow these stakeholders to engage in the learning of students (it should not be limited to events only)
- Ensures that required drills take place in accordance with the site's policies and procedure.
- Attend all DESE required trainings for site coordinators.
- Develop hands-on activities to supplement daytime learning to meet project goals.

Email Barbie Eubanks for an application: [barbie.eubanks@drewcentral.org](mailto:barbie.eubanks@drewcentral.org)

### **Wages and Work Schedules:**

Per 2020-2021 federal grant guidelines:

The site coordinator cannot exceed 25 hours per week (Sunday-Saturday). The site coordinator should be on site during programming time. Most weeks the total hours that can be documented equals 11 unless special reports requested by the program director are due or DESE training is mandated. The pay for a site coordinator is \$25/hour. This may change with new guidelines which will be introduced on July 1, 2021.

### **Equal Opportunity Employer**

*Drew Central Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination, and harassment or who participate in an equal opportunity investigation.*

Posted 6/23/21 until filled In-house posting