



21st CCLC After School Program SITE COORDINATOR Job Description

The 21st CCLC Program is an after school and summer enrichment opportunity for students who qualify for free- or reduced-price lunch and/or are not meeting academic standards. Students are invited to take part in this free opportunity. Families of student participants are offered family engagement and education opportunities.

Site Coordinator Position Available at **Shoultes Elementary** in the Marysville School District

Time Commitment:

- 25 hours per week for 32 weeks during the school year and 6 weeks in the summer
- Program runs Monday – Thursday, 3:35-6:35pm on regular school days. There is no program on school breaks or conference weeks

Rate of Pay:

- All hours at \$28 per hour
- This is a part-time position employed by Washington Alliance for Better Schools, not eligible for benefits.

Overview: Site Coordinator will coordinate and supervise the after school program staff and specialists as part of the Washington Alliance for Better Schools (WABS) 21st Century Learning Community Center Grant partnered with Marysville School District. Site Coordinator's shall meet the following requirements established by the 21st Century Learning Community Center Grant and provide the following:

- Help develop and implement a recruitment process for youth to attend the after school program following the 21st CCLC recruitment guidelines, including standardized test scores, teacher and principal referral lists, etc.
- Strong leadership and coaching skills to guide staff in fostering a positive after school environment.
- Strong project management and coordination skills.
- Complete all required student academic progress data for federal grant evaluation and submit it in a timely manner in accordance with scheduled deadlines.
- Gather and complete all staff payroll documentation, verifying accuracy and completeness.
- Political savvy to help motivate school and community partners to meet deadlines.
- Work with partners and staff to develop innovative, hands-on, small group instruction in reading, math, or STEM for student attendees at specific school program sites.
- Coordinate the development of the curriculum & assessment of student performance in reading & math.
- Awareness and understanding of issues faced by students of color, low-income students, students of immigrant, refugee, or homeless families.
- Assist youth in meeting state and local achievement standards in core subjects – reading and math by offering high quality after-school academic enrichment and summer extension programs.
- Align activities to school district and state standards, as well as teacher recommendations.
- Facilitate family engagement and educational opportunities to increase literacy and related educational development.
- Participate and facilitate in Community Planning, Evaluation, and Sustainability Team meetings.
- Provide technical assistance and support to other providers, guest presenters, or volunteers.
- Attend YPQI staff development and participate in on-going program improvement discussions.
- Attend 21st CCLC staff development and meetings as required by WABS and/or grant.

Please send a resume and cover letter to Cindy Sackett - cindy@wabsalliance.org by December 7, 2018.

November 19, 2018