

Sparta Area School District

Article 251 - Specifications for 21st Century Community Learning Center Coordinator

The 21st Century Community Learning Center (CLC) Coordinator shall be employed under the auspices of a legal contract approved by the Board of Education in a similar manner as District teachers. The compensation shall be outlined in the contract. The Superintendent shall make the recommendation for contract approval to the Board of Education.

QUALIFICATIONS/SPECIAL SKILLS REQUIRED:

1. DPI certified teacher or a BA in related field
2. Strong verbal and written communication skills
3. Strong organizational skills
4. Ability to establish positive relationships with students of all ages
5. PBIS Training
6. Understanding of developmental needs of K-8 students
7. Manage and assist in development of CLC grant

SUPERVISION/EVALUATION:

CLC Coordinators shall be supervised and evaluated by the Director of Instructional Services with the input of building principals and the Boys and Girls Club Executive Director.

PERFORMANCE RESPONSIBILITIES:

The Coordinator shall be responsible for the supervision and coordination of day to day operations related to the successful implementation of 21st Century Community Learning Center afterschool programming at all District sites. Duties include:

1. Coordinate and oversee the implementation of academic and enrichment programming at District CLC sites. Develop programming consistent with school day activities, established curriculum, PBIS and RtI, and in collaboration with site managers and building principals.
2. Direct and supervise CLC site managers, student and adult staff, and volunteers. Regularly observe academic and physical activities at the sites.
3. Participate in the hiring and training of staff.
4. CLC grant and budget development and management. Adhere to grant specifications, when applicable.
5. Maintain appropriate records and completion of DPI required reports
6. Ensure order and discipline and promote a positive school environment by proper methods.
7. Work cooperatively with District staff to understand academic and behavioral expectations.

8. Work cooperatively with Sparta Boys and Girls Club.
9. Establish strong relationships with families, utilizing consistent communications via a variety of mediums.
10. Purchase adequate supplies and materials for use in the CLCs.
11. Establish and maintain strong community partnerships
12. Utilize a variety of means to publicize the activities and benefits of the CLCs to the school and community
13. Establish an advisory council to guide the development and maintenance of quality services
14. Use discretion and good judgment in all matters involving political and religious issues
15. Dress professionally for their assigned duties
16. Familiarize themselves with the guidelines and expectations outlined in their staff handbook(s).
17. Represent the Sparta Area School District and the Sparta Boys and Girls Club in a positive manner
18. Carry out other duties as assigned by the Director of Instructional Services.
19. Organize and carry out family events.

PHYSICAL DEMANDS

The physical demands described here are representative of the 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 employe is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. The employee is required to occasionally lift minimum amounts of weight, up to 30 pounds.

Legal Reference:

Cross Reference:

Approved: September 29, 2015

Revised: