JOB GOAL: Responsible for the coordination, supervision and management of the total operation of the 21st Century Community Learning Center (CCLC).

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Design, coordinate, and facilitate academic enrichment activities for 21st CCLC programs, including conducting academic and personal enrichment activities with students; planning and production of activities, lessons and other resources for site staff; providing homework assistance and targeted tutoring for individual students; and other related activities.
2. Collaborate with classroom teachers and other personnel for the purpose of developing and planning appropriate instruction and enrichment activities to meet grant goals for enrolled students.
3. Maintain center compliance with federal, state, local licensing standards, grant requirements, and School Board policies and procedures.
5. Work effectively with the grant administrator to coordinate all grant related activities.
6. Promote awareness of available media and technology appropriate to planning student educational activities based on 21st CCLC grant goals.
7. Establish and maintain a safe environment for children.
8. Prepare, maintain and evaluate the collection of student and program data for compliance with grant objectives.
9. Supervise, coach, and evaluate staff within district guidelines.
10. Communicate effectively with parents and guardians, district office staff, children and the school.
11. Maintain expenditures within the center budget.
12. Select equipment, instructional materials, toys, books, and appropriate supplementary supplies.
13. Perform other duties as assigned.

MINIMUM REQUIREMENTS:
Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:
- Experience modeling appropriate strategies for curriculum instruction and assessment
- Demonstrate knowledge of child development and care for elementary and/or middle school children
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Ability to establish and maintain collaborative working relationships with all stakeholders
- Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases
- Must meet physical requirements of Post Offer Employment Testing (POET)

EDUCATION, TRAINING & EXPERIENCE:
- Bachelor’s degree from an accredited institution, preferably in Education
- Satisfactory completion of American Red Cross Adult and Pediatric First Aid/CPR/AED course within 30 days of hire
- Be at least 21 years of age
- OR
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
CERTIFICATES, LICENSES, & REGISTRATIONS:
- Valid Florida Educator’s Certificate

PREFERRED QUALIFICATIONS:
- Master’s degree from an accredited institution
- Three years of teaching experience
- Experience with 21st CCLC grants
- Experience in a supervisory position

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned center personnel. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and initiating corrective action processes.

PHYSICAL REQUIREMENTS (Describes physical conditions of this position):

- **Sedentary Work**
  - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- **Light Work**
  - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

- **Medium Work**
  - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

- **Heavy Work**
  - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- **Very Heavy Work**
  - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:
(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

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<tr>
<th>Activity</th>
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<tr>
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<td>Sitting</td>
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<td>Standing</td>
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<td>Pushing</td>
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Site Coordinator
Revised: DATE(s)
JOB DESCRIPTION

Site Coordinator
Revised: DATE(s)

WORKING CONDITIONS:
(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an “X”. Please note that there can be more than one condition.)

☐ Outdoors The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.

☐ Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

☒ Indoors and Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

☐ Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

☐ Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

☐ Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

☐ Vibration The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.

☐ Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.

☐ Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.

☐ Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

☐ Respirator The worker is required to wear a respirator.

☐ None The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

☐ Other

MACHINES, TOOLS, EQUIPMENT:
(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.