

Job Posting Announcement – 21st Century CLC Site Coordinator

The **21st Century Community Learning Center Site Coordinator** is a part-time (10 month, approx. 20 hrs./week) position overseeing the management of this federal grant and the VOICES Extended Day programming that it funds, providing free academic intervention & enrichment programs to all of our students 9-12.

This position works closely with the principal or school director, and the finance director to maintain compliance of the grant, oversees a staff of extended-day instructors, volunteers, and maintains relationships with community partners.

Skills and responsibilities needed include, but are not limited to:

- Creating & managing comprehensive budget.
- Creating a varied schedule of academic intervention & enrichment programming each semester.
- Creating a varied schedule of Family Night events each semester.
- Working with community partners to provide additional extended-day opportunities.
- Tracking student and parent attendance data, maintaining ongoing, accurate data.
- Maintaining accurate files for instructor invoices and supply expenditures.
- Attending required ADE-sponsored 21st CCLC-specific professional development.
- Completing all federal & state grant reporting throughout the school year (including Summary of Classes reports, APR reports, Site Evaluation report).
- Regularly promote opportunities to students, community, & parents.
- Review & revise budget monthly (with principal & finance director).
- Conduct end-of-year surveys of students, staff, & families.
- Coordinate (w/principal) summer school & summer bridge programming.
- Ability to maintain multiple, large sets of data (spreadsheets skills, detail-oriented).
- Ability to analyze data, and to synthesize & summarize for compliance reporting.
- Knowledge of community partners & staff resources/abilities.

Please see the 21st Century Community Learning Center website here for more info:

<https://www.azed.gov/21stcclc/>

CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the diversity of its student population. Minority and bilingual candidates are encouraged to apply.