

### **Job Description**

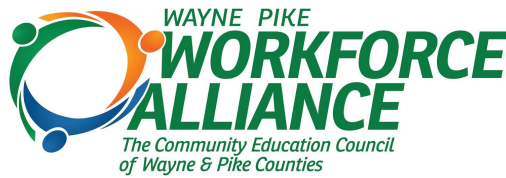
<b><u>Job title</u></b>	<b>Site Coordinator</b>
<b><u>Reports to</u></b>	<b>Director of SHINE</b>
<b><u>Classification</u></b>	<b>Hourly – Non Exempt</b>
<b><u>Salary Pay-Range</u></b>	<b>\$18.50 - \$20.00</b>
<b><u>Position Status</u></b>	<b>Part-Time – 15 Hours per week</b>

### **Job purpose**

The Site Coordinator will successfully incorporate the program vision, goals and objectives into the activities of the program sites. The Site Coordinator will assist in designing, developing and managing program components that lead to positive outcomes for the participating children and their families. The Site Coordinator will also help maintain a safe, supportive learning environment in which children thrive.

### **Duties and responsibilities**

- To assist in developing a team that includes the principal, classroom teachers and other school-day staff; program leaders; parents; and corporate and community volunteers.
- To actively participate in staff development workshops that are designed to contribute to personal and professional growth.
- To design and implement programs designed to increase student performance in core academic areas to prepare students for success on state achievement tests.
- To coordinate all activities and meet all the needs of the program before, during and after school hours.
- To coordinate with food services to provide daily snacks to students and ensure that an accurate count is given to avoid overage charges.
- To be available during the school day to provide advocacy for students enrolled in the 21st CCLC program.
- To attend campus team meetings and implement academic tutoring and homework time designed to support teachers and increase student academic scores.
- To work with principal and school officials on recruitment efforts and activity planning to ensure alignment with the school day.
- To meet the required state department of education performance measures for student enrollment and attendance.
- To maintain the program needs assessment following the program service delivery plan.
- To meet with students, teachers and parents as necessary to communicate student needs.



- To facilitate strategies for student assessments, student interventions, and determine best course of action.
- To administer student pre-session and post-session tests as applicable.
- To gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades, attendance, behavior, referrals, student program participation, staffing, partners, etc.
- To ensure data are entered into the "CAYAN" online tracking system within specified timelines throughout the grant period.
- To attend required conferences and training sessions and facilitate training to staff.
- To assist with instructing and supervising students.
- To implement family education programs for families of afterschool students to meet state department of education performance indicators.
- To help recruit new staff.
- To cultivate relationships with community partners and monitor partner participation in program.
- To assist in budget preparation, budget monitoring, and purchasing of needed supplies and equipment.
- To ensure that team members share the same vision and goals.
- To assist in evaluating staff performance and make recommendations for hiring, discipline and termination.
- To assist in providing resources and tools for all team members.
- To maintain all site supplies.
- To ensure that students are well-behaved and implement discipline policy when necessary.
- To keep school staff informed about program.
- To maintain the safety of site and students.
- To perform routine first aid and seek assistance for serious illness/injury.
- To design, facilitate, and compile teacher, student, and parent surveys.
- To assist in effectively managing site operations, including timely completion and submittal of reports.

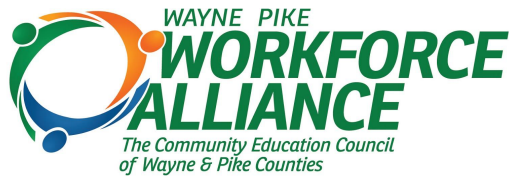
#### **Qualifications and skills**

- Associate Degree or equivalent experience required.
- All candidates must be creative, highly motivated toward student's success and focused on project-based learning.
- Strong organizational skills, excellent oral and written communications and computer skills are required.
- Staff must have reliable transportation and child abuse clearances.

#### **Special Knowledge/Skills**

- Basic concepts of child development and atypical child behavior characteristics
- Appropriate human relations and student needs
- Proper English usage, spelling, grammar and arithmetical concepts
- Routine filing, computer skills and record keeping procedures.

#### **Working Conditions (Mental Demands/Physical Demands/Environmental Factors)**



- Physically and mentally able to perform the essential duties of the position without hazard to self or others
- Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis
- Reach in all directions, lift and carry 20 pounds of materials
- Work in classroom and outdoor environments, sometimes in adverse weather conditions
- Willingness to work on weekends when staff development or other activities are scheduled
- The noise level in the work environment is usually quiet to moderate.
- This position is contingent upon grant funding.

**Disclaimer**

"Funded in full or in part with the Nita M. Lowey 21st CCLC grant from the Pennsylvania Department of Education."

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**This job description is not intended to be an all-inclusive listing of activities, duties or responsibilities. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	