**RESA 4**

**21ST CENTURY COMMUNITY LEARNING CENTER GRANT**

**PROJECT: SUCCESS**

POSITION: Project Site Coordinator

LOCATION: Valley High School

QUALIFICATIONS:

* Bachelor’s degree required
* Prior experience in program coordination preferred
* Experience in supervising adults in a workplace setting preferred
* Able to work with students, parents, school staff and representatives from the business community
* Good communication skills, both verbal and written
* Good organizational skills
* Proficient in use of e-mail, word processing, presentation software and database applications
* Must be able to work flexible hours

SALARY: $25.00 per hour

JOB DESCRIPTION:

* Oversee the daily operation of programs at the site
* Develop a daily afterschool program schedule utilizing the grant requirements
* Facilitate weekly staff meetings
* Recruit students through a fall registration program
* Secure substitutes or supervise students in the absence of site staff
* Monitor and evaluate site staff and students as required
* Submit staff time sheets as required, checking for accuracy
* Chair advisory council meetings utilizing a written agenda
* Submit required reports in a timely manner
* Utilize correct program protocol for purchases (including requisition forms)
* Maintain an inventory of 21stCCLC supplies/equipment on site
* Collaborate effectively with regular day school staff and other stakeholders
* Attend/conduct training(s) as required
* Together, with appropriate staff/partners, offer required parent and community programs
* Prepare informative publicity for students, families and community concerning events at the site
* Facilitate the annual teacher survey process required by the WVDE as needed
* Participate, as required, in the State Monitoring Process
* Enter, or supervise entry of, data throughout the year, submitting it at the end of the year, as required
* Coordinate the supper program with county food service
* Assist with supervision of afterschool students
* Arrive and depart at designated times
* Maintain student confidentiality
* Use planning time effectively

APPLICATION DEADLINE: 4:00 PM Monday, September 11, 2017

EMPLOYMENT TERM: Up to 7 hours per week (programming 2 hrs/day, 3 days/week, 1 hr/wk for planning) for up to 25 weeks, plus additional planning/meetings before program begins

\*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY: Send resume and letter of application to RESA 4 21st CCLC Director Julia Duffield by email at [julia.duffield@k12.wv.us](mailto:julia.duffield@k12.wv.us) or fax to RESA 4 at 304-872-6442.