



## Littleton Elementary School District Position Description

**TITLE:** 21<sup>st</sup> Century Site Coordinator

**CLASSIFICATION:** Exempt

**GENERAL STATEMENT OF RESPONSIBILITIES:** The job of the 21<sup>st</sup> Century Site Coordinator is to oversee all areas of 21<sup>st</sup> Century program on assigned site.

**PRINCIPLE DUTIES: (Essential Duties & Responsibilities)**

- Observes, trains and supervises site instructors monitoring work performance.
- Determines workloads and establishes work schedules for 21<sup>st</sup> Century program.
- Submits accurate payroll timesheets and records to building principal in a timely manner.
- Evaluates site program and makes recommendations for materials; completes purchase requisitions and required forms for purchasing.
- Maintains required records for 21<sup>st</sup> Century Program.
- Collects attendance rosters from instructors and oversees data entry.
- Distributes, collects and analyzes student/teacher pre/post surveys and related data as determined and required by program to ensure academic needs of students are being met.
- Collaborates with site administration to assist in developing programs and reviewing program needs.
- Attends all planning sessions and collaborative meetings scheduled for 21<sup>st</sup> Century Program as assigned.
- Complies with district policies and procedures regarding students; ensures emergency procedures are in place; transportation accommodations are met.
- Coordinates custodial assistance as needed.
- Acts as a liaison between school and City of Avondale for 21<sup>st</sup> Century Grant oversight.
- Performs other duties and training as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of District policies and procedures.

Knowledge of principles of project management.

Knowledge of safety rules and regulations.

Knowledge of scientifically research based intervention programs and strategies.

Skill in leadership and motivating staff.

Skill in ability to follow and maintain a program budget.

Skill in developing schedule of classes.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with supervisors, co-workers, students and others.

**PHYSICAL REQUIREMENTS:** Light physical demands; standard school environment. Work is performed in an office and classroom environment. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly and able to lift, move and carry up to 20 pounds.

**MINIMUM QUALIFICATIONS:** Bachelor's degree or higher in Education or related area required. Successful experience supervising programs for youth and/or adults. Minimum of 3 years successful teaching experience. Demonstrated ability to relate to staff, students, parents, community members and the general public in a positive, professional manner.

**REQUIRED LICENSE/CERTIFICATION:** Arizona Teaching Certificate/Valid AZ Fingerprint Card

**TERMS OF EMPLOYMENT:** Ten months per year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_