21st Century Community Learning Center Sites Director

Reports to: Director for Federal Programs, Principal
Supervises: 21st Century Community Learning Center staff/sites
Term of Employment: 11 months
Salary: $23/hours
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Minimum of two years of college
- Experience working with youth programming in an education-related field preferred

Essential Job Functions:
- Continuously monitors the overall effectiveness of the after school program; and conduct assessment activities to determine needs and effectiveness of the program
- Completes the recommended 21st CCLC training, gather required data for the program and meet all reporting deadlines and requirements
- Works with the principal to: identify and invite students; plan age-appropriate curriculum and activities; hire quality, motivated staff; and gather student data required by 21st CCLS
- Develops promotional materials (brochures, press releases, bulletins, etc.) and ensures appropriate dissemination among partners, parents, students, school staff and other interested parties
- Interfaces with partnering agencies for full implementation of the program. Establish advisory process/board
- Conducts quarterly meetings regarding program plans, operations, effectiveness of implementation and collaboration with advisory board and principal of Aberdeen Elementary
- Works closely with community groups during the development and implementation of the program
- Reads various publications and attends various workshops, seminars, etc., to continuously upgrade professional knowledge
- Attends North Carolina Department of Public Instruction meetings as scheduled
- Performs other related work as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment