

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

LEAD COMMUNITY EDUCATOR, Grant

QUALIFICATIONS

- Bachelor's degree in education required.
- Master's degree in education preferred.
- Florida Educator's Certificate required, certification in Educational Leadership preferred.
- Experience working in high poverty, multi-cultural community.
- Instructional technology knowledge and teaching experience preferred.
- Must be able to work flexible hours (includes evenings and some weekends).

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community resources, current trends and best practices in afterschool/summer programming, and applicable laws, rules, policies, and procedures.
- Skill in human interaction organization and time management.
- Effective skills in oral and written communication.

SUPERVISION

REPORTS TO Title I/Special Projects Coordinator, Instructional Support
SUPERVISES Assigned Personnel

POSITION GOAL

To develop and implement a 21st Century Community Learning Center.

PERFORMANCE RESPONSIBILITIES

Program Planning

1. * Establish a 21st Century Community Learning Center (21st CCLC) that will provide extended learning time for students based on the vision and mission of Seminole County Public Schools.
2. * Develop programming to ensure one hour of academic programming and some recreational/enrichment opportunities are available to all participants daily.
3. * Hold high expectations for self and program staff to meet all grant goals and guidelines and school district procedures.
4. * Meet with staff members and volunteers on a regular basis to share information, problem solve, strategize and modify program plans as needed to insure an effective, orderly, safe, and well managed 21st CCLC.
5. * Ensure all activities are culturally competent sensitive to cultural diversities, relevant and enriching.
6. * Coordinate the participation and services of food service, transportation, custodial services and maintenance, as well as outside agencies to provide for comprehensive service to 21st CCLC participants.
7. * Develop and implement plans and schedules for field trips, special events, family excursions, and recreational activities, both on and off site. This includes the securing of facilities, staff, materials, and transportation as needed.

Supervision

8. * Supervise and work with on-site staff and volunteers to assure quality academic programs are provided to participants so they can meet the Next Generation Sunshine State Standards/Common Core Standards.

LEAD COMMUNITY EDUCATOR, Grant, page 2

9. * Serve as a resource to staff members by modeling/demonstrating/coaching effective instructional practices, locating and/or developing suitable materials, demonstrating appropriate CCLC management strategies, and providing timely feedback information to the Special Projects Staff and the Advisory Council.
10. * Prepare for monitoring visits and maintain necessary records and data that will result in positive monitoring reports. Respond to monitoring reports by deadline dates. Coordinate the monitoring report responses of all 21st CCLC sites.
11. * Provide necessary oversight to ensure that all SCPS 21st CCLC Community Educators maintain appropriate records to meet the requirements of the 21st CCLC grants and meet all State and Federal evaluation reporting deadlines.
12. * Represent all SCPS 21st CCLC sites in public and private agency meetings for the purpose of securing services.

Grant Management

13. * Progress monitors the implementation of the grant to ensure that the program is compliant with all grant and local expectations and modify programming when necessary.
14. * Participate in scheduled professional development, meetings, conferences and other events related to grant programming as requested.
15. * Document efforts of planning (i.e. personal calendars, meeting minutes, agendas, memos, program schedules, student rosters) and maintain them for future audits.
16. * Maintain appropriate program and audit records as required by grant and supervisor.
17. * Monitor attendance monthly and submit monthly to supervisor for audit files.
18. * Ensure that participant information and program evaluation measurements are accurately documented and completed in a timely fashion.
19. * Monitor site budget and expenditures monthly and complete requested budget reports.

Communication

20. * Represent Seminole County Public Schools professionally in all school and public venues.
21. * Effectively communicate purpose and intent of the 21st CCLC program to site staff, volunteers, community members, students, and families.
22. * Ensure that all communications with families and the community area accurate, clear and informative.
23. * Use information from family and community events and surveys to modify programming when appropriate.

Recruitment and Retention

24. * Help develop strategies to maintain participation and recruit new 21st CCLC participants.

Family and Community Engagement

25. * Strive to build relationships between the programs, school(s) and the community.
26. * Involve families in the educational program to promote a continuing home/school partnership.
27. * Promote development of adult and child literacy skills to include adult basic education activities and parent training skills.
28. * Hold regular Advisory Council meetings with parents, community members and students.
29. * Network with community agencies to secure support and assistance.
30. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

LEAD COMMUNITY EDUCATOR, Grant, page 3

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$61,532 - \$94,387
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	12
EEO-5 Line	43
Function	6300
Job Code 12 mo	1338
Job Code 11 mo	1346
Survey Code	63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

March 13, 2012
September 22, 2009

ADA Information Provided by ECM Services
Position Description Prepared by Marjorie Murray

AO-02-F \$52,712 - \$80,849

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50