

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SITE FACILITATOR, 21st Century Community Learning Centers

QUALIFICATIONS

- Bachelor's degree required.
- Major in education or a related field 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 manage and facilitate an effective learning environment which generates improved student achievement in core content areas by providing highly effective and engaging academic and personal enrichment activities.

PERFORMANCE RESPONSIBILITIES

1. *Facilitate a 21st Century Community Learning Center (21stCCLC) 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 structured, personal enrichment opportunities are available daily to all participants.
3. *Manage facility and grounds to ensure a safe and healthy learning environment.
4. *Meet with staff members and volunteers on a regular basis to share information, problem solve, strategize and modify program plans as needed to ensure 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.
8. *Supervise and work with on-site staff and volunteers to assure quality academic programs are provided to participants.
9. *Coordinate resources to provide staff members with professional development in effective instructional practices.
10. *Serve as a resource to staff members by locating and/or developing suitable materials, demonstrating appropriate 21st CCLC management strategies, and providing timely feedback information to the Special Projects Staff and the Advisory Council.
11. *Progress monitor the implementation of the grant to ensure that the program is compliant with all grant and local expectations and modify programming when necessary.

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12. *Participate in scheduled professional development, meetings, conferences, and other events related to grant programming as requested.
13. *Document efforts of planning (i.e. personal calendars, meeting minutes, agendas, memos, program schedules, student rosters) and maintain them for future audits.
14. *Maintain appropriate program and audit records as required by grant and supervisor.
15. *Monitor attendance monthly and submit monthly to supervisor for audit files.
16. *Ensure that participant information and program evaluation measurements are accurately documented and completed in a timely fashion.
17. *Monitor site budget and expenditures monthly and complete requested budget reports.
18. *Represent Seminole County Public Schools professionally in all school and public venues.
19. *Effectively communicate purpose and intent of the 21st CCLC program to site staff, volunteers, community members, students, and families.
20. *Ensure that all communications with families and the community are accurate, clear, and informative.
21. *Use information from family and community events and surveys to modify programming when appropriate.
22. *Help develop strategies to maintain participation and recruit new 21st CCLC participants.
23. *Participate in regular Advisory Council meetings with parents, community members, and students.
24. *Hold high expectations for self and program staff to meet all grant goals and guidelines and District procedures.
25. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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-12-G \$52,937 - \$83,341

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 1328
 Job Code 11 mo 1347
 Survey Code 63012

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 7, 2015
June 12, 2012
March 13, 2012
September 8, 2009
June 11, 2002
July 17, 2000

ADA Information Provided by Jackie Evans
 Position Description Prepared by Jackie Evans

AO-02-G \$45,344 - \$71,397

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