

### **Site Coordinator Positions Available**

Two part-time Site Coordinator positions are available for the 21<sup>st</sup> Century Schools programs located within Pekin. Applicants must have the desire to manage all aspects of students and programming for the before and afterschool program and be available to work until 6:00 pm. Duties of the job include, but are not limited to helping students with homework, serving snack, supervision and discipline of students and staff, coordinating enrichment events, tracking attendance as well as tracking of payments, receipts and ledgers.

For more information or questions regarding the open Site Coordinator positions please call Stacie Haley at (309) 925-5511 ext 243.

Interested parties should send a letter of interest per policy 116 of the TCHD Personnel Policy Manual. Letters of interest should be submitted to Stacie Haley at 21306 Illinois Route 9, Tremont, IL 61568 no later than April 11, 2008.

**Position Title:** Site Coordinator  
**Reports to:** Director of 21<sup>st</sup> Century Schools  
**Date:** July 2007

**Responsibilities:**

- To successfully incorporate the 21<sup>st</sup> Century Schools vision and mission into the activities of the site.
- To successfully design, develop and manage program components and clusters that lead to positive outcomes for the participating children and their families.
- To develop and maintain a safe, supportive learning environment in which children thrive.
- To develop a team that includes the Principal, classroom teachers and other staff, Teaching Assistants, parent and corporate and community volunteers.
- To actively participate in staff development workshops that are designed to contribute to personal and professional growth.
- Perform other duties as assigned including responding to an emergency event within the city, county, and/or state.

**Duties:**

**Education**

- Raise the literacy and numeric learning levels of program students.
- Assist with instruction and supervision of students.
- Assist with the development and implementation of individual or group lesson plans.
- Ensure that positive academic and social outcomes are being achieved.

**Supervision**

- Recruit staff (with the assistance of Principal and 21<sup>st</sup> Century Schools Administration).
- Actively participate in all training and staff support activities and workshops required by 21<sup>st</sup> Century Schools
- Ensure that team members share the same vision and goals.
- Ensure that Teaching Assistants meet their responsibilities.
- Evaluate staff performance; assist in recommendations for hiring, discipline, and termination.

**Management**

- Provide resources and tools for all team members.
- Provide ongoing opportunities for children to experience success.
- Ensure that students are well behaved.
- Keep school staff informed about programming
- Maintain the safety of students.
- Perform routine first aid and seek assistance for serious illness/injury.
- Maintain the maximum number of students enrolled.
- Effectively manage site operations, including timely completion and submittal of reports.

- Hire, evaluate, and make retention/termination recommendations for site staff

### **School/Community Relations**

- Develop positive relationships with the school staff.
- Recruit, retain and work effectively with volunteers.
- Ask for help or assistance when needed.
- Make the program fun for students and staff.
- Maintain professionalism with parents, staff and community.
- Perform related duties as assigned.

### **Qualifications:**

#### 1. Education:

AA degree or equivalent - course work in child development or related area and/or paid or volunteer experience with students.

#### 2. Knowledge of:

Basic concepts of child development and atypical child behavior characteristics; appropriate human relations and student needs; duties and responsibilities of a school district Instructional Aide; proper English usage, spelling, grammar, and arithmetical concepts; routine filing and record keeping procedures.

#### 3. Personal Characteristics:

Possession of personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

#### 4. License Requirement:

Valid Illinois Driver's License.  
Proof of auto insurance.

#### 5. Fingerprinting/Background Check:

As required by school district to work with children in a school setting.

#### 6. Physical Abilities /Environment:

Physically and mentally able to perform the essential duties of the position without hazard to themselves or others. Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 20 pounds of materials; reach in all directions. Adequate sight or corrected vision for the purpose of reading directions and printed or written materials; hear and speak to communicate with co-workers, students and the public; dexterity of hands and fingers to operate instructional equipment. Work in classroom and outdoor environment, sometimes in adverse weather conditions.

#### 7. Other Employment Conditions:

Willingness to work on weekends and evenings when staff development or other activities such as field trips is scheduled.

**Willingness to accept and sign the At-Will Employment provision.**