MUSKEGON Public Schools
Strong Schools, Stronger Communities

EDUSTAFF JOB POSTING

21-22

Posting Date: October 5, 2021
End Date: Post until filled
Position Title: Site Coordinator (21st Century Program)
Location: TBD
Salary Level: Administrative Support – 35,000-37,000
Terms of Employment: Full-time, 43 wks/year, 36 hrs/wk

Submit a resume to Kim Leavell at mps-hr@mpsk12.net to be considered for this assignment.

JOB FUNCTIONS: The site coordinator will develop, manage, and maintain high quality, youth-centered programs which impact student achievement through academic and enrichment activities for students and their families during out-of-school-time hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review lesson plans and align activities with goals that support student needs and school day learning.
- Supervise, monitor, and evaluate staff, vendors and volunteers.
- Maintain onsite documentation and records required for Grant and DHS Licensing compliance.
- Record and submit online and written reports.
- Facilitate communication to all staff with teachers, principals, parents, community partners, and project director.
- Maintain complete and accurate records regarding budgetary information for the site and follow appropriate fiscal policy.
- Participate in a continuous quality improvement process including assessing youth experiences, analyzing data, and setting goals.
- Establish and maintain positive connections to day time programming while maintaining the integrity of 21st CCLC expectations, philosophies.
- Identify and recruit youth participant. Work to target and include all students at-risk of failing high academic standards.
- Demonstrate and model best practices in youth development for staff and vendors.
- Attend regular staff meetings and required local, state, and national professional development.
- Seek opportunities to collaborate with community organizations and agencies
- Organize and offer parent and family service events.
- Participate and collaborate with colleagues in a positive team environment.

REQUIRED QUALIFICATIONS:

- Exceptional leadership skills with supervisor experience.

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- Ability to articulate, exhibit, and model best practices in youth development.
- Ability to establish positive culture through relationships with youth, staff, families, and the community.
- Ability to lead continuous improvement by providing feedback to youth and staff.
- Excellent communication, organizational, and computer skills.
- Knowledge of current educational best practices.
- Experience coordinating activities for youth and families.

EDUCATIONAL REQUIREMENTS:

- Meet requirements for DHS Child Care Center School Age Program Director.
- Bachelor's degree, or higher, in education, early childhood education, child development or a child related field.

OTHER:

This position is a full time position at least 36 hours per week supervising staff and students during all program hours. Non-program hours should be spent facilitating program administration and school-day connections.

In the performance of essential job functions of this position the individual may:

- Occasionally be exposed to blood, bodily fluids, and tissue.
- Occasionally come in contact with unruly students and or adults.
- Occasional heavy lifting

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, and or designee. Position to be evaluated annually or as determined by the Muskegon Public School's Board of Education or its designee.

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