

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MIDDLE GRADES COORDINATOR OF COMMUNITY LEARNING CENTERS

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university.
- (2) Valid Florida drivers license.
- (3) Three (3) years of experience working with youth.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to work well with others individually or in group settings.
- (2) Ability to communicate concepts and ideas and to present them in an acceptable and effective manner.
- (3) Experience in project development, administration and supervision and/or interagency coordination.
- (4) Knowledge of the geographic and economic areas served.
- (5) Knowledge of assigned content, service or project area.

REPORTS TO:

Vocational Coordinator

JOB GOAL

To coordinate middle grades Community Learning Centers.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist schools in developing remedial education activities and academic enrichment programs.
- * (2) Increase participation in tutoring services and mentoring programs.
- * (3) Provide fitness and nutrition programs that will prevent or reduce the incidence of obesity in youth and their families through promotion of lifelong physical activities.
- * (4) Work with existing or develop new programs that promote parental involvement and family literacy.
- * (5) Develop and work with existing drug and violence programs, counseling, programs, and character education programs.
- * (6) Work with community agencies and organizations to ensure that student needs are met.

- * (7) Work with parents and students to obtain information about effectiveness of the strategies and programs and to encourage their participation and input into the development and implementation of all programs.
- * (8) Facilitate the evaluation of prevention programs and strategies and use findings to modify programs, as needed.
- * (9) Identify additional funding sources for drug prevention and school safety programming.
- * (10) Provide feedback to each other, the local community and regional advisory councils, other member districts of the Consortium and the Florida Department of Education on programs and activities that have proven successful in Community Learning Centers.
- (11) Collaborate with existing student assistance programs.
- *(12) Link programs and strategies that serve to create safer, more orderly schools to other educational resources: Title I compensatory education funds, state Safe and Drug Free Schools funds, dropout prevention funds, ESOL and family literacy programs, etc.
- * (13) Have individual district plans that contain measurable goals and objectives and report weekly to the Lead Coordinator, monthly to the local Advisory Council and quarterly to the regional Advisory Council on progress toward meeting their goals and objectives.
- *(14) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's Instructional compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

Board Approved 08/19/2003

Revised Board Approval 04/11/2017