



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: 21st Century Program Coordinator
FLSA Status: Exempt
Salary Grade, if non-union: SG19
Pay Grade, if union:
Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform responsible work for all aspects of the 21st Century Community Learning Centers program in Polk County Schools.

Essential Functions of this Job

Shares supervision of site-based coordinators with Principals. Responsible for project budget. Oversees all 21st Century Community Learning Center grant activity. Responsible for securing and maintaining materials and supplies for centers. Works with community partners/agencies and school board personnel in the provision of quality programs and services. Negotiates and monitors contractual agreements. Oversees implementation of prevention programming in the centers and provides technical assistance as needed. Responsible for program evaluation and data analysis. Prepares accountability and progress reports. Interprets and monitors federal, state, and local requirements. Provides and/or facilitates staff and volunteer training. Reviews and recommends research-based programs/best practices for implementation in the various community learning centers. Coordinates the 21st Century Community Learning Center Advisory Board. Identifies additional funding sources and grant opportunities for future/additional funding. Attends national and regional training conferences as required. Represents the district on various local and state prevention boards and coalitions.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Considerable knowledge of prevention programs, services and issues. Knowledge of local, state, and federal

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mandates and school board policies/procedures. Ability to plan, develop, organize, implement, monitor and evaluate programs and services. Knowledge of evaluation processes, public speaking, and working with the media. Ability to prepare concise, comprehensive reports utilizing effective communication and data analysis/processing skills. Outstanding interpersonal communication and problem-solving skills to work effectively with students, parents, school personnel, community agencies, and the media. Computer literacy skills. Fluency in both Spanish and English highly desirable. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university with a Bachelor's degree is required. Academic background or equivalent work experience in a field related to youth development such as education, psychology, or sociology. Experience in contractual negotiation, budgeting/payroll, and public speaking. Grant writing experience highly desirable.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions and outdoors at times. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds. Requires travel to work locations and schools within the District.

Local Code: 10171
EEO5: 43
Approval Date: 2003-03-11
Date Last Revised: 2013-10-23

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.