NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

21st CCLC Site Coordinator

Department: Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof I-E

Job Status: Full Time
Reports To: ACE Project Director
Associate Dean of Outreach Services

Amount of Travel Required: As needed
Positions Supervised: As needed
Contract Length: 10.5 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

MAJOR RESPONSIBILITIES:

• Coordinates development and implementation of the after school program.
• Implements applicable district, college, and grant policies and regulations.
• Administers assigned budget.
• Leader in planning and implementing the afterschool program.
• Maintain documentation required to measure program outcomes.
• Facilitates partnerships with appropriate public and private agencies that provide services to the students and families.
• Develops procedures and policies for operation of the afterschool program.
• Establishes and maintains communication with members of the school staff about student needs and aspects of the afterschool program.
• Maintain records needed for program administration.
• Performs other duties as assigned.
• Hire and supervise part time staff in accordance with NTCC human resources procedures
• Plan a well rounded range of academic and enrichment activities.
• Ensure that program supplies are purchased in accordance with NTCC purchasing procedures.

POSITION CHARACTERISTICS:

• Strong interpersonal skills
• Ability to collaborate with diverse individuals, families, groups, and organizations
• High degree of initiative, creativity, and flexibility to optimize the implementation and continuation of the program
• Ability to maintain student files electronically and on paper
• Experience working with children and adolescents required
• Ability to supervise part time staff and provide programming within budgetary limits
QUALIFICATIONS:

Bachelor’s degree in Social Work, Education, Counseling, Psychology, Human Relations, or Related Field

SIGNATURES:

______________________________________________________________________________  Date

21st CCLC Site Coordinator

______________________________________________________________________________  Date

ACE Project Director

______________________________________________________________________________  Date

Associate Dean for Outreach Services

______________________________________________________________________________  Date

Vice President for Student and Outreach Services

______________________________________________________________________________  Date

President