TO: Everyone
FROM: Kristie Bourdoulous Principal, Bielefield Elementary
DATE: November 19, 2021
POSITION: Site Coordinator for new 21st Century Community Learning Center at Bielefield Elementary

Broad Function

Oversee all aspects of the 21CCLC program at Bielefield Elementary School, including students, staff, communication, materials, programming, vendors, volunteers, transportation, logistics and compliance with the 21st CLCC funding grant, under the direction of the School Principal, Coordinator of Extended Learning, and the Director of Innovation & Grants.

Responsibilities

- Handle all programming logistics and oversee daily operation of the afterschool program.
- Develop and schedule after school activities that are focused on academic support, STEM, nutrition, health & wellness and social emotional learning.
- Track daily attendance and work with data coordinators to complete reports.
- Coordinate staff and tutors to deliver homework support, small group tutoring, and enrichment activities.
- Arrange for daily snack with food services through the Afterschool Snack Program, ensuring accurate counts for reports and compliance.
- Manage site technology and digital communications, including Class Dojo or Remind communication apps, padlet and use G SUITE for email, google sites, docs, slides, sheets and zoom features.
- Schedule and lead staff and program meetings.
- Communicate with building teachers, staff, parents and district leadership to ensure student success and meet program goals and objectives.
- Attend grant meetings as required by MPS, CREC and the state department of education.
- Attend and participate in Professional Development offered by MPS and 21C program partners and vendors.
- Maintain the Digital Compliance Binder per the grant requirements.
- Other duties as assigned by the Program Director and the Director of Innovation & Grants

Qualifications and Experience

- Previous afterschool program management experience preferred.
● Previous grant writing or management experience preferred.
● CT Certification and Bachelor’s Degree required, Master’s Degree preferred.
● Knowledge of research related to SRBI and Best Practices in Instructional Strategies.
● Demonstrated excellent oral and written communication skills.
● Demonstrated strong interpersonal skills with individuals, teams and groups (teachers, parents, administrators and support staff).
● Demonstrated ability to use apps and websites such as Mystery Science, Padlet, Google sites and Zoom.
● Ability to troubleshoot minor technical issues.
● CPR and First Aid certification preferred, training within 45 days of hire required.

Schedule & Salary

Program starts early 2022, 4 days per week (M-Th) and runs through May 27, 2022 from 3:45-6:15 pm during the 2021-2022 school year. Additional hours per week during the school year for staff meetings and/or prep & planning. Program and planning approximately 25 hours per week. Start up hours will be required December 2021 for program design and recruitment. Position is grant-funded.

Rate of Pay from $22.00-$29.00 per hour, dependent on qualifications and experience.

Application Process

All new applicants should submit a cover letter and resume to Kristie Bourdoulous, bourdoulous@mpsct.org by December 10, 2021.