

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
SCHOOL HEALTH PROGRAMS DEPARTMENT  
EXPANDED LEARNING**

**21<sup>ST</sup> CENTURY CLUSTER COORDINATOR JOB DESCRIPTION**

The Cluster Coordinator will provide leadership and oversight of the 21<sup>st</sup> Century cluster, a grant-funded initiative to provide academic and enrichment activities for students and families before and after school, on weekends, and during summer. The 21<sup>st</sup> Century cluster is funded by the federal 21<sup>st</sup> Century Community Learning Centers (Cohort 7). The Cluster Coordinator does not need to be certificated. The Cluster Coordinator will be at the lead school site and will be responsible for the following roles and duties:

**1. Provide cluster implementation and oversight for the 21<sup>st</sup> Century initiative.**

- Support all cluster schools in coordinating and implementing an 21<sup>st</sup> Century Program.
- Work full-time as Cluster Coordinator of the 21<sup>st</sup> Century cluster.
- Be directly supervised by the School Site Administrator of the lead school.
- Receive general supervision from the Expanded Learning Coordinators of School Health Programs Department.
- Meet biweekly with each School Site Team (Principal, Lead Teacher, Site Coordinator, and CBO Partner) to coordinate program design, evaluation process, and outreach efforts.
- Facilitate monthly cluster-wide meetings with School Site Teams.

**2. Work closely with Site Coordinator, Lead Teacher, and School Site Team to plan and implement the 21<sup>st</sup> Century Program.**

- Help schedule academic and enrichment activities.
- Evaluate program effectiveness and recommend program refinements.
- Assist in student, family, and staff outreach.
- Provide support in conducting assessments, surveys, and evaluations.
- Assist with fiscal and facility management.
- Help design a sustainability plan for 21<sup>st</sup> Century Program.

**3. Provide professional development, technical assistance, and support to 21<sup>st</sup> Century cluster.**

- Plan and implement training workshops for administrators, teachers, coordinators, and 21<sup>st</sup> Century staff to implement quality services.
- Work with professional development providers to implement training workshops.
- Identify and provide resources for 21<sup>st</sup> Century staff to address the academic and enrichment needs of students and families.
- Work closely with school sites to develop 21<sup>st</sup> Century Programs that may be adaptable and replicable to meet the needs of students of other cluster schools.

**4. Develop and implement the Transitions Program.**

- Organize activities for students and families to promote transition from elementary to middle school, middle to high school, and high school to college.
- Work with each school's SAP/SST to identify students for Transitions Program.
- Coordinate with all site-based student support services, including Healthy Start, Foster Youth Services, Health Advocates, Healthy School Teams, Health Promotion Committee, and Peer Resources.
- Communicate with parents/guardians on student progress and performance.
- Identify and support families with children attending different schools in the 21<sup>st</sup> Century cluster.

**5. Build collaborative partnerships for the 21<sup>st</sup> Century cluster.**

- Attend school staff meetings quarterly to provide information and updates on 21<sup>st</sup> Century cluster.
- Establish and maintain partnerships with community based organizations, public agencies, local universities, city agencies, and other collaborators.

**6. Comply with all district and grant guidelines.**

- Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, permission forms, board resolutions, payroll, and surveys.
- Participate in all Expanded Learning meetings, workshops, and activities organized by SHPD.