

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

21ST CENTURY LEAD TEACHER JOB DESCRIPTION

The 21st Century Lead Teacher will provide academic leadership for the 21st Century Program, a grant-funded program to provide academic and enrichment activities for students and families before and after school, on weekends, and during summer. The 21st Century Program is funded by the federal 21st Century Community Learning Centers (Cohort 7). The Lead Teacher must be a certificated teacher at the school site. The Lead Teacher will be responsible for the following roles and duties:

1. Provide academic leadership for the 21st Century Program.

- Work half-time for the 21st Century Program.
- Be directly supervised by the School Site Administrator.
- Receive general supervision from the Expanded Learning Coordinators of School Health Programs Department.
- Meet biweekly with Principal, Site Coordinator, and CBO Partner to coordinate program design, evaluation process, and outreach efforts.
- Work closely with Site Coordinator and School Site Team to:
 - Organize schedule of academic and enrichment activities.
 - Implement evaluation tools.
 - Maintain relationships with community based organizations and other partners.
 - Provide fiscal and facility management.

2. Serve as a liaison between the school day staff and after school staff.

- Facilitate evaluation requirements with school-day teachers, including dissemination and collection of teacher surveys.
- Coordinate student and staff outreach, including communication between school-day and 21st Century staff.
- Communicate with parents/guardians regarding student progress and performance.
- Work with SAP/SST to identify students for 21st Century Program.

- Coordinate with all site-based student support services, including Healthy Start, Foster Youth Services, Student Assistance Programs, Student Success Teams, Health Advocates, Healthy School Teams, and Peer Resources.
- Attend school staff meetings quarterly to provide information and updates on 21st Century Program.

3. Design academic curriculum of the 21st Century Program.

- Ensure academic and enrichment activities are aligned with district curriculum standards.
- Develop individualized academic plans for all students enrolled in the 21st Century Program, per templates provided by School Health Programs Department.
- Assess students' needs and interests to design an effective program.
- Evaluate student progress and program effectiveness.

4. Create literacy and math components of the 21st Century Program.

- Conduct educational assessments of targeted students enrolled in the program.
- Design literacy and math components to meet the needs of targeted students.
- Facilitate the alignment of academic and enrichment activities with regular-day teachers.

5. Train and supervise 21st Century staff to implement the academic component.

- Identify, train, and coordinate teachers and 21st Century staff to implement academic and enrichment activities that are standards-based.

6. Comply with all district and grant guidelines.

- Assist Site Coordinator with budget development and fiscal management.
- Submit all required documentation on a timely basis, including payroll, student assessments, and individualized academic plans.
- Participate in all Expanded Learning meetings, workshops, and activities organized by SHPD.