

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

21ST CENTURY SITE COORDINATOR JOB DESCRIPTION

The 21st Century Site Coordinator will oversee 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 Site Coordinator does not need to be certificated. The Site Coordinator will be responsible for the following roles and duties:

1. Provide site-based leadership for the 21st Century Program.

- Manage day-to-day operations of the program.
- Work full-time as Site Coordinator of the 21st Century Program.
- Be directly supervised by the School Site Administrator.
- Receive general supervision from the Expanded Learning Coordinators of SHPD.
- Meet biweekly with the School Site Team (Principal, Lead Teacher, and CBO Partner) to coordinate program design, evaluation process, and outreach efforts.
- Work closely with Lead Teacher and School Site Team to:
 - Align activities with regular school day teachers.
 - Coordinate student outreach.
 - Conduct assessments, surveys, and evaluation tools.

2. Develop and implement the 21st Century Program.

- Organize schedule of academic and enrichment activities.
- Work closely with School Site Administrator and Lead Teacher to develop detailed operational plan for the first semester.
- 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.
- Communicate with parents/guardians regarding student progress and performance.

3. Recruit and coordinate 21st Century staff.

- Identify, train, and supervise staff to implement academic and enrichment activities
- Oversee teachers, paraprofessionals, volunteers, parent liaisons, and community partners to serve as 21st Century staff.

4. Provide fiscal management of the 21st Century Program.

- Oversee budget development and expenditure tracking.
- Work closely with Expanded Learning Coordinators of School Health Programs Department to submit board resolutions by appropriate deadlines.
- Coordinate payment of 21st Century staff, including timesheets and invoices.
- Help design a sustainability plan for 21st Century Program.

5. Build collaborative partnerships for the 21st Century Program.

- Attend school staff meetings quarterly to provide information and updates on 21st Century Program.
- 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.

- Oversee facility management, including attendance, snacks, custodial, classroom, security, safety, and transportation.
- Submit all required documentation on a timely basis, including attendance, snack counts, emergency cards, permission forms, board resolutions, payroll, and surveys.
- Coordinate evaluation process, including surveys of students, staff, and parents.
- Participate in all Expanded Learning meetings, workshops, and activities organized by SHPD.