

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Site Director – 21st Century

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

The site director shall have a high school diploma or equivalent, ability to pass the instructional aide proficiency test supplemented by completed college-level course work in child development preferred and two years of increasingly responsible experience at a school site.

### SUMMARY

Under the direction of the school site administrator, responsible for the day-to-day operation of the site; coordinates community involvement in the activities; provides for the recreational and custodial needs of children; provides opportunities for study of assigned schoolwork; maintains health and safety standards; and does related work as required in a school age extended-day program.

### SPECIFIC RESPONSIBILITIES

1. Implements the site program under the direction of the school site administrator.
2. Communicates program needs to school site administrator.
3. Acts as liaison between the 21st century grant program and the school site staff.
4. Communicates with the parents regarding the program and the individual needs of their child.
5. Completes daily schedules and presents to 21st century grant staff.
6. Supervises all staff assigned to the site.
7. Attends staff training and meetings.
8. Completes daily attendance and record keeping procedures.
9. Supervises in the on-site enrichment classes.
10. Completes additional assignments as required maintaining a quality program.
11. Maintains health and safety standards and provide a positive experience for the children.
12. Performs other related tasks as assigned.

### SPECIFIC QUALIFICATIONS

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively.

Knowledge of:

- First aid;
- knowledge and ability to relate to the needs of students and parents of different ethnic, cultural, educational, and socio-economic backgrounds.

Ability to:

Description

SiteDir.21st Century Grant

04/26/05 jy/gs

- Organize and implement a recreational program for school-age students in 21st century grant tutorial/enrichment setting; to supervise and coordinate the work of teachers, aides, and volunteers;
- to communicate effectively with parents and staff and to provide a positive image for learning center students.