<table>
<thead>
<tr>
<th>Job Title</th>
<th>CCLC Coordinator</th>
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<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Pasadena Independent School District</td>
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| **Job Description**    | • Organize and work closely with campus and ACE administrators to implement after-school program using the negotiated grant application, the Texas ACE Prime Blueprint, and the internal ACE Policies and Procedures manual as guides  
                         • Recruit, train, and develop qualified frontline staff to achieve intended program objectives;  
                         • Monitor program fidelity through continued observations of staff, activities, and student engagement  
                         • Ensure high-quality program services for enrolled students that meet the 21st CCLC Program objectives in an effective manner  
                         • Work closely with the Academic Liaison to ensure program services are aligned to classroom instruction, follow the scope and sequence, and are supported with daily lesson plans  
                         • Manage the recruitment and retention of students and families  
                         • Ensure regular student participation, as defined by program requirements, by monitoring attendance and taking steps to ensure that regular student counts are met or exceeded  
                         • Work closely with the Family Engagement Specialist to implement ongoing family engagement activities  
                         • Complete data entry and required reporting according to scheduled deadlines  
                         • Meet all compliance requirements including effective data and fiscal management  
                         • Manage budget and monitor expenses using district budget-tracking template  
                         • Organize and order supplies, materials, equipment, and transportation for center  
                         • Lead and facilitate ongoing planning efforts including community outreach  
                         • Facilitate communication and create a link between the school-day and the after-school program  
                         • Attend all required meetings, conferences, and trainings  
                         • Participate in After School related events  
                         • Perform other job-related duties as assigned. |
| **Qualifications**      | **Education/Certification:**  
                         • Minimum-Bachelor's Degree in education, management or related field |
|                        | **Special Knowledge/ Skills:**  
                         • Ability to maintain positive working relationship with the public and frontline staff  
                         • Strong organizational, customer service and time management skills.  
                         • Excellent written and verbal communication skills. |
- High degree of computer proficiency using Microsoft Office
- Ability to conceive and construct innovative programs/activities targeted to specific student needs.
- **Preferred** – Ability to communicate in native language(s) of program recipients

**Experience:**

- High-risk children and families
- Meeting the needs of students with multiple learning styles
- Curriculum (lesson planning, scope and sequencing)
- Staff supervision
- Training and Development
- Managing complex budgets
- Identifying and utilizing community resources
- **Preferred** - 21st CCLC or After School/Summer Program experience

<table>
<thead>
<tr>
<th>Salary/Hours</th>
<th>238 - 314</th>
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<tr>
<td><strong>Application Method</strong></td>
<td>21st CCLC Coordinator - POOL - Frontline Recruitment (applitrack.com)</td>
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<td><strong>Opening Date</strong></td>
<td>Immediately</td>
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.