



# Adirondack 21st Century Program

## SOARING BEYOND EXPECTATIONS

**AUSABLE VALLEY CENTRAL SCHOOL**  
**(518) 834-2800**  
**1273 Route 9N**  
**CLINTONVILLE, NY 12924**

**POSITION DESCRIPTION** - Site Coordinator of 21st Century Extended Day Program

### **GENERAL RESPONSIBILITIES:**

1. The Site Coordinator of 21st Century Extended Day is responsible for the day to day operation of the Extended Day program during the school year.
2. The Site Coordinator of 21st Century Extended Day is expected to exercise a high degree of professionalism and possess a strong work ethic while striving for continuous improvement of the AuSable Valley Central School District.
3. The Site Coordinator of 21st Century Extended Day has a direct line responsibility to the Program Director of the 21st Century Community Learning Centers Grant.

### **PERFORMANCE RESPONSIBILITIES:**

The Site Coordinator of 21st Century Extended Day responsibilities for the Extended Day Program include:

1. Maintaining accurate and up to date attendance records. This includes taking individual student attendance and signing students out of the program in real time.
2. Creating high quality activity and lesson plans that align with the goals and standards of the 21st Century Grant.
3. Ensuring the fidelity of the program schedule.
4. Consistently communicating with families regarding program activities and updates
5. Attending all scheduled Site Coordinator and Advisory Committee meetings
6. Being visible and acting as a participating member of the Extended Day program
7. Assisting with program activities as needed, especially in the event of short-staffing
8. Scheduling weekly meetings with Extended Day staff to discuss/review programming

9. Working closely with the Educational Liaison to ensure ongoing alignment with the school's curriculum
10. Verifying staff attendance on time sheets. Time sheets will be submitted to the Office of 21st Century Education.

**LENGTH OF WORK:**

The Site Coordinator of 21st Century Extended Day is a 10 month position following the school calendar with the following hourly requirements:

Elementary Site Coordinators (KES and AFES):

Candidates must be available to work Monday through Friday from 1:30 pm - 5:30 pm.

Middle/High School Site Coordinator:

Candidates must be available to work Monday through Friday from 3:00 pm - 5:15 pm.

**COMPENSATION:**

Elementary Site Coordinators (KES and AFES):

This position is an \$18,000 stipend, paid out bi-weekly.

Middle/High School Site Coordinator:

This position is a \$9,000 stipend, paid out bi-weekly.

Updated: June 5, 2024