

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SITE COORDINATOR - CDF FREEDOM SCHOOLS PROGRAM SITES**

#### **GENERAL STATEMENT OF JOB**

CDF's mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The CDF Freedom Schools® program is a direct service initiative coordinated nationally by the Children's Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement. The Guilford County Schools CDF Freedom Schools serves GCS students currently in K-4<sup>th</sup> grades from designated school sites for six to eight weeks during the summer. The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children's summer learning loss in reading achievement.

The Site Coordinator manages the day to day operations and serves as the supervisor for one *CDF Freedom Schools* program site. It is recommended that the Site Coordinator has served as a *CDF Freedom Schools* Servant Leader Intern and should be capable of leading an intergenerational staff. The Site Coordinator should be committed to the goals of the program, able to work collaboratively with all program constituents and be familiar with the culture and dynamics of the community.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Work in conjunction with Project Director to recruit children for the program.

Work in conjunction with Project Director to recruit, hire, train and manage staff.

Maintain the safety of all staff and students at their site.

Ensure proper implementation of the *CDF Freedom Schools* program model by managing daily site activities.

Attend all required trainings: 1) Site Coordinator Orientation March 20-24, 2019 and 2) National Training May 31-June 8, 2019.

Maintain the safety of all students at the site.

Serve in a supervisory capacity and the primary contact for the Servant Leader Interns during the

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June Ella Baker Child Policy Training Institute.

Work in conjunction with Project Director to check book inventory upon receipt and notify the CDF designee of any discrepancies.

Work in conjunction with the Project Director or other designee to coordinate afternoon activities, field trips, family engagement initiatives and volunteer responsibilities.

Work with Servant Leader Interns to identify and schedule guest readers, and lead Harambee.

Ensure Servant Leader Interns have the necessary books, materials and supplies for daily activities.

Conduct daily debrief sessions in an effort to maintain team spirit, as well as provide technical support and feedback for Servant Leader Interns.

Observe Servant Leader Interns facilitating Integrated Reading Curriculum lessons and provide constructive feedback frequently.

Input child, parent and staff enrollment data in CDF's reporting system.

Maintain regular communication with Project Director.

Ensure that the *CDF Freedom Schools* Integrated Reading Curriculum is implemented with fidelity.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Must have completed at least one year of college. Servant Leader Intern experience at a *CDF Freedom Schools* site is preferred. Possess strong leadership and management skills. Exhibit positive behavior and attitude; model a mature and professional demeanor. Possess excellent written and verbal skills. Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of other cultures.

### **SPECIAL REQUIREMENTS**

Must possess a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment

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including computers, overhead projectors, typewriters, copiers, facsimile machines, calculators, protractors, compasses, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, purchase orders, test results, etc. Requires the ability to prepare correspondence, reports, presentations, newspaper articles, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and

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receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of theories and principles in specified content area or pedagogy in general.

Considerable knowledge of the North Carolina State Curriculum.

Considerable knowledge of the current literature, trends, and developments in the field of education.

General knowledge of the County and School Board policies, procedures and standards regarding education.

General knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skilled in preparing and delivering presentations.

Ability to develop innovative and effective instructional materials.

Ability to use common office machines and word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationship as necessitated by work assignments.

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### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.