



TO APPLY TO THIS JOB, PLEASE GO TO THE NORTH CLACKAMAS JOB SITE,
APPLICANT TRACKING AND APPLY TO JOBID# 4533:
<https://www.applitrack.com/nclack/onlineapp/>

• ***21st Century Community Learning Center Program Manager*** JobID: 4533

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• **Position Type:**

Administration - Classified

• **Date Posted:**

7/3/2018

• **Location:**

District Office

• **Date Available:**

As Soon As Possible

• **Closing Date:**

07/11/2018

21st Century Community Learning Center Program Manager, (1.0 FTE), Full-Time, Permanent, 2018-2019 School Year

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

Position Summary:

Develops and administers community learning center programs in compliance with the 21st Century Community Learning Center (21st CCLC) grant, following a community schools model which includes a broad array of extended learning programs, parent engagement and partnership agreements.

Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and

- strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in education, recreation, social work, or a community service related field; or a minimum of four years experience with community services or related programs is required.
 3. Ability to work with minimum of direction and supervision.
 4. Willingness to work evenings/weekends as needed. Including; overnight travel for required training.
 5. Highly developed organizational skills.
 6. Effective oral and written communications.
 7. Valid state driver's license.
 8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
 9. Ability to work both independently and cooperatively.
 10. Exceptional attendance.

Desired Qualifications:

11. Bilingual skills preferred.
12. Previous experience with grant writing, reporting and administration preferred.

Major Duties and Responsibilities:

13. Plans, organizes, develops, and conducts a balanced program of services and activities for children and adults in accordance with 21st CCLC grant priorities and requirements.
14. Works in collaboration with the District 21st CCLC grant team (Community Services, Title I-A and Social Services), other District departments and partnering agencies to ensure that the objectives of the 21st CCLC grant are met.
15. Collects data, surveys needs, coordinates, writes and submits grant reports.
16. Oversees and evaluates staff, services and activities as needed.
17. Maintains program records, financial statements, program budgets, and other required records.
18. Meets regularly with District staff and administrators to coordinate program delivery and services and ensure alignment with NCSD goals and priorities.
19. Participate in planning for grant sustainability including grant writing, fostering relationships with potential funders and partners.
20. Coordinates stakeholder teams that advise and oversee program progress, improvement efforts and inform program priorities and direction.
21. Encourages the development of inter-agency cooperative efforts and the involvement of community groups and organizations.
22. Ensures that program delivery is culturally appropriate and inclusive. Addresses potential barriers to program participation and ensures that the NCSD equity lens is used to guide program decision making.
23. Maintains positive relationships with students, parents, program partners and the community. Responds to questions and inquires about the program and reports annually to the School Board.
24. Coordinates certified and classified staff agreements for program and service delivery.
25. Administers contracts as needed.

Terms of Employment:

- Approximate Annual Compensation Range (2018-2019): \$73,795 - \$85,426. This includes the 6% employee contribution to PERS the employer pays. It does not include four (4) furlough days and delay in market adjustment for 2018-2019.
- Additional compensation: \$1,500 - \$3,000 district-paid benefit (granted each January if NC Plan V chosen).
- Comprehensive medical, dental eye insurance coverage.
- Salary compensation reflects full-time and 260 contract days.

PLEASE REFER TO THE ATTACHED JOB DESCRIPTION FOR MORE DETAILED INFORMATION.

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

Attachment(s):

- [21st Century Community Learning Center Program Manager](#)