

Requirements for Applying for 21st Century Staff Position

Site Coordinator: \$25 per hour - SERS (Must hold a valid Ohio Teaching License or Educational Aide Permit)

Duties will include:

- Conduct a 2 hours orientation meeting for staff annually
- Make sure all stakeholders and staff are aware of all 21st Century goals and objectives
- Design program calendar highlighting program activities and connecting all activities to program performance objectives
- Overall Program Monitoring
- Record Keeping
- Work with compliance issues
- Make sure site is compliant for licensing including proper student registration
- Make sure daily attendance is being kept
- Gather evidence for CAPA monitoring
- Gather data for PPICS reporting
- Attend site coordinator meetings at ESC
- Attend ODE mandatory meetings
- Work with local and state evaluator
- Oversee data collection regarding student progress
- Conduct Advisory Board meetings quarterly and report minutes from the meeting
- Conduct staff meetings for continuous improvement efforts
- Oversee lesson plans to make sure student needs are being met and connections are being made with daytime.
- Schedule staff and maintain proper student/teacher ratios at all times
- Schedule community partners to fulfill programming needs
- Plan and/or attend parent/family events

Program Teacher: \$25 per hour – STRS (Must hold a valid Ohio Teaching License, which does not include short term or long term substitute licenses)

Duties will include:

- Attend a 2 hour orientation meeting annually
- Be aware of all 21st Century goals and objectives
- Attend regular staff meetings
- Keep staff file current and in compliance for ODE licensing
- Identify at-risk students and recruit student participation in the program

- Continual progress monitoring and reporting on progress of at-risk students
- Must actively participate in program design
- Plan daily lesson plans or units that are hands-on and engaging
- Plan activities that address individual student needs
- Differentiate lessons based on student needs and interests
- Make connections between daytime and afterschool to address curriculum design and student needs
- Communicate student progress with parents
- Make sure students are never left unattended
- Plan and/or attend parent/family events

Program Assistant: \$15.50 per hour – SERS (Must hold a valid Ohio Teaching License, substitute license, or educational aide permit)

Duties will include:

- Attend a 2 hour orientation meeting annually
- Be aware of all 21st Century goals and objectives
- Keep staff file current and in compliance for ODE licensing
- Attend regular staff meetings
- Assist teachers in daily student activities
- Tutor and assist students with homework
- Make sure students are never left unattended