

Omega Community Development Corporation 21st Century Site Coordinator/Program Manager

REPORTS TO: Out-of-School Time Director

ESSENTIAL QUALITIES

Omega CDC requires the following qualities of each 21st Century staff:

- Past experiences and actions reflect a commitment to the Omega CDC mission and core values.
- Demonstrates a sense of urgency and relentless pursuit of significant student achievement in a high need, urban environment.
- Reflective, self-aware and adaptable to others' communication and work styles.
- Critical thinker and problem solver who takes initiative.
- Belief in the power of collaboration and strives to build a collaborative culture with Omega CDC community, staff, families, students, Dayton Public Schools employees, and other partners.

ESSENTIAL FUNCTIONS

The Omega CDC Site Coordinator/Program Manager is responsible for the direct oversight and management of the 21st Century programs located at a designated site. The essential functions are:

I. PROGRAM IMPLEMENTATION

- Lead the implementation of the academic services offered, working collaboratively with school administration and staff and Dayton Public Schools district staff.
- Continually work with Dayton Public Schools and school administration and faculty to identify and address individual and aggregate student needs, specifically ensuring ongoing improvements in reading, math, youth development, school and program attendance, and family engagement.
- Collaborate with all key stakeholders including staff, partners, district staff, and parents on Continuous Quality Improvement efforts—analyzing data, brainstorming what needs to be modified to strengthen outcomes, and making ongoing changes to enhance instruction and other programming.
- Disseminate program evaluation data to wide array of stakeholders on an ongoing basis to build long-range community support.
- Work closely with Out-of-School Time Director, district personnel and the designated state-wide evaluator on collecting student data and outcome data.
- Collaborate with school staff, community, Omega CDC staff, and business partners who provide needed services to the program.
- Define the roles of each partner and hold all agencies accountable for effective services that promote grant-objectives.
- Support planned learning center recreational, enrichment and social activities to assure that they are aligned with the goals of the project and that meet the needs of the population that the project serves.
- Work with the designated school principal and faculty to target, recruit, enroll and register students, focusing on economically disadvantaged students who are not proficient in math and reading and may also have issues with discipline and attendance.
- Work with United Way staff and Children's Defense Fund to implement effective Freedom Schools summer programs that complements and supports 21st Century program efforts.
- Assist with compliance with all assigned grant management functions related to expenditures of funds and other requirements.
- Recruit, interview, orient, train, supervise, and assist with the evaluation of after school and summer staff and volunteers. Teachers will be hired with the input of the designated school's principal. Staff will be trained on health, safety, and educational objectives, including all determined curriculum components.
- Ensure that parent and community involvement initiatives are an essential element with 21st Century programming in accordance with the grant and that issues that interfere with student program and school attendance are addressed, e.g. homelessness, housing issues, financial problems, transportation, food, etc. by working with partners that can provide emergency assistance or ongoing case management.
- Manage personnel, volunteer, and student file, retaining all needed information.

- Contribute in meaningful ways to school-wide goals and student goals, specifically grant-defined academic performance for reading and math, youth development outcomes, and family engagement objectives.
- Ensure lesson plans are used that are consistent with selected evidence-based ELA and math curriculum and 21st Century objectives and are reviewed by a certified teacher on a regular basis.
- Ensure supervision of students at all times including non-school activities as they occur, such as field trips.
- Maintain accurate fiscal, attendance, and outcome records and submit reports on time.
- Respect personal privacy; maintain the confidentiality of privileged information in accordance with policies and procedures.
- Assist with pre-service professional development and conduct on-going coaching for teachers, co-teachers, and enrichment youth development staff members
- Conduct formal classroom observations once a quarter and turn in observation paperwork to Out-of-School Time Director
- Attend all stakeholders meetings and submit notes to Out-of-School Time Director
- Attend all Omega CDC staff meetings
- Organize and facilitate month staff meeting
- Create monthly newsletter and distribute to all stakeholders
- Perform other specific job-related duties as directed.

PREFERRED QUALIFICATIONS

- I. **EDUCATION:** Bachelors or Masters degree from an accredited institution of higher learning in education, social work, child development, recreation or related field. Teacher certification is preferred and should be long-range goal if not already obtained.

- II. **EXPERIENCE, KNOWLEDGE & SKILLS:**
 - Experience in team leadership, training, supervision, and evaluation of assigned staff.
 - Experience in working with youth in school or community settings.
 - Administrative experience including fiscal management.
 - Knowledge of Out-of-School Time initiatives.
 - Excellent verbal and written communication skills.
 - Ability to meet deadlines and manage multiple tasks.
 - Ability to develop, coordinate, and evaluate community partnerships.
 - Computer skills including experience in word processing, spreadsheets, database programs and communication.
 - Understanding of basic statistics and ability to collaborate on the design and implementation of program evaluation.
 - Critical thinker and problem solver who takes initiative
 - Ability to identify scholar and staff learning needs/styles and design and deliver appropriate individualized or group professional development and coaching to meet needs
 - Valid Ohio Driver's License.
 - Must be able to pass a BCI/FBI background check.

SALARY

- Salary commiserates with experience

Send cover letter and resume to dthompson@omegacdc.org.