

21st Century Community Learning Center (CLC) Grant – After School Site Manager

Position Details

Class Code: 4201

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for daily operations, coordination, and service delivery at program site(s); implements the 21st Century CLC Grant.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Oversees all aspects of site operations, including time reporting, ordering supplies, and collecting data.
2. Monitors 21st Century CLC grant budget/expenditures.
3. Ensures staff and students are assigned classrooms.
4. Ensures staff/students are assigned classrooms and sign-in/-out daily.
5. Monitors program data collection/entry, attendance, and outcomes.
6. Maintains a safe, secure site with emergency information/procedures as defined by the Clark County School District.
7. Facilitates ongoing communication with school/program administration, teachers, students, parents/guardians, staff, and community partners.

8. Prepares complex reports, as directed.
 9. Suggests/initiates workflow improvements.
 10. Promotes public relations and deals tactfully/diplomatically with people.
 11. Determines procedures for handling unique problems.
 12. Interprets, explains, and applies written/verbal instructions, procedures, and regulations.
 13. Prepares correspondence, explains material being sent, answers requests, and completes forms, as assigned.
 14. Develops procedures for obtaining information from employees, records, or observations.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves complex clerical and 21st Century CLC programming tasks requiring substantial judgment and analytical ability.

Knowledge, Skills, and Abilities (Position Expectations)

1. Demonstrates an understanding of 21st Century CLC Grant program objectives, procedures, and goals.
2. Knowledge of District operations in relation to assigned area.
3. Knowledge of business machines, office equipment, and recordkeeping/accounting.
4. Ability to create original reports, correspondence, and procedures.
5. Ability to promote public relations and deal tactfully/diplomatically with people.
6. Ability to plan, oversee, and coordinate the work of others.
7. Ability to work under pressure, meet short deadlines, and shift suddenly to new tasks as priorities change.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to perform editorial checking for spelling, punctuation, and grammar.
10. Ability to concentrate on accuracy of details.
11. Ability to determine procedures for handling unique problems.
12. Ability to cooperate with management, staff, and the public.
13. Ability to recognize/report hazards and apply safe work methods.

14. Ability to judge when to act independently and when to refer situations to a supervisor.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of coursework from an accredited college/university, and one (1) year of experience in a school/community setting; or, Three (3) years' clerical experience in a school/community setting involving public contact.
3. Must attend one (1) state and one (1) national/regional 21st Century CLC conference.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

Fluent in English and Spanish.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license or state-issued identification card.
 4. Current CPR/AED certificate, as indicated above. A Copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in-person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/26/23
- Created: 05/08/19