



Job Description  
Education Liaison  
Full Life Foundation 21<sup>st</sup> CCLC

**Job Title:** 21st Century Community Learning Center (21st CCLC) Education Liaison

**Reports to:** 21st CCLC Director

**Department:** Federal Programs

**Supervises:** 21st CCLC program teachers

**Salary Range:** \$25 hourly, four hours weekly

**Term:** One year with the option for renewal, contingent on funding

The purpose of the 21st Century Community Learning Center grant is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates. We also offer educational services to the families of participating students.

**Primary Responsibility**

The Education Liaison oversees all academic components of the Full Life Foundation 21st Century Community Learning Center (CCLC) Program at Glen Oaks Magnet High School, and is instrumental in facilitating the linkage between the school day staff, principal, and the afterschool staff, in assuring the appropriate curriculum is being utilized, and that it meets the need of students.

**General Responsibility**

1. Develop and maintain a relationship with regular school day staff (administrators, ELA & Math teachers, paras, etc.), and with afterschool administrative and program staff (director, teachers).
2. Plan, develop, implement and evaluate Tier 1 curricular programs and activities to ensure they meet stated program objectives, needs, and interests in Math, ELA, & SEL curriculum.
3. Design lesson plans for afterschool programming. Ensure that curriculum is being properly implemented.
4. Maintains close, daily contact with 21st CCLC program director and professional staff to interpret and explain curriculum data, program objectives and standards, discuss issues, and provide/receive information.
5. Maintain documented bi-monthly communication with school-day teachers to align curriculum, in person, or via telephone or email.
6. Maintain documented bi-monthly communication with afterschool program teachers to communicate plan to teachers.



7. Conduct one documented on-site monthly observation of teacher curriculum implementation.
8. Compile reports as required reflecting participation, assessments, progress.
9. Notify Director of curricular supplies and equipment needs.
10. Serve on Full Life Foundation 21<sup>st</sup> CCLC Advisory Focus Group.

### **Required Qualifications**

- Four-year degree from an accredited college or university
- Demonstrated ability in curriculum planning, implementation, and management, and tracking student academic growth.
- Strong communication skills, both oral and written.
- General understanding of Microsoft suite.
- Possess skills to produce lesson plans monthly. The model Educational Liaison will thrive in an extraordinarily fast-paced environment that features constant change, flexibility and a need to be innovative and creative.

### **Preferred Competencies**

- Possess a Master's in Curriculum and Instruction, Education Leadership, or similar credential