



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES

Job Title: 21st Century Program Coordinator
Location: Southampton Middle School
Reports To: Director of Curriculum
Salary: Determined by education and experience

Job Summary

Directs/manages overall daily operations of the Southampton Middle School 21st Century Program with the primary concern for the program's service delivery, supervision and training of staff, and community relations. Promoting safety of students, quality programs, and positive appearance of the program at all times

Professional Qualifications

Bachelor Degree
Preferred one or two years of experience working with secondary students

Essential Duties

Outcomes Management

- Establish, monitor, and evaluate activities and services that prepare students for success that create a 21st century environment that facilitates achievement of strategic outcomes
- Develop partnerships with parents, community leaders, and organizations
- Develop and maintain public relations and recruitment efforts to increase the visibility of programs, services, the number of children participating in activities within the 21st century program and the community

Resource Management

- Develop and manage annual budgets and control expenditures against budget
- Monitor and report expenditures in adherence with assigned overall budget
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the 21st century program

Skill Development

- Recruit, manage and provide career development opportunities for site staff
- Develop staff skills in program development and implementation and outcome management
- Conduct meetings to inform staff of changes in programming to gain input

Knowledge, Skills, and Abilities:

- Demonstrated ability in supervision
- Working knowledge of budget preparation, control, and management
- Strong communication skills, both verbal and written
- Group leadership skills, including and understanding of group dynamics
- Demonstrated organizations, staff, and project management abilities
- Possess current certificates in and be able to perform CPR and medical First Aid (or be willing to be certified upon hire).

Terms of Employment:

11 - Months
Non-Exempt

Additional Responsibilities to perform:

1. Conforms to all state laws and regulations
2. Acts as a liaison with administrators, community health leaders, hospital and community stakeholders
3. Collaborate and coordinate with a team of public health professionals and school administrators
4. Research and secure health program partnerships
5. Adhere to CDC policies and guidelines
6. Other duties as assigned

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Southampton County School Board's policy manual

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

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