



## **NOTICE OF AVAILABLE POSITION**

**Posted: February 21, 2019**

**POSITION TITLE:** 21<sup>st</sup> Century Community Learning Centers SPARKS Site Coordinator

**STARTING DATE:** March 11, 2019

**JOB LOCATION:** Farwell High School

**WORK DAYS PER YEAR:** 7.5 hours per day, 83 work days through July. Renewed contract for school year upon satisfactory job performance and continued grant funding.

**REPORTS TO:** 21<sup>st</sup> Century Community Learning Centers SPARKS Project Director

### **QUALIFICATIONS REQUIRED:**

- Michigan teaching certificate at appropriate grade level OR experience in education as defined by Michigan Out-of-School Time (MOST) Standards of Quality.
- Experience coordinating activities with community partners preferred.
- Supervisory experience preferred.
- Excellent communication and organization skills, computer skills and understanding of educational issues.
- Ability to meet deadlines.
- As a condition of employment, candidate must have a physical, TB test.
- A criminal background check will be completed.

### **JOB OBJECTIVES:**

To provide leadership, coordination and oversight to the 21st Community Learning Centers SPARKS Farwell High School in order to provide quality out-of-school time programming to students, including credit recovery, tutoring, STEM skills, and career and job exploration.

**APPLICATION DEADLINE: April 1, 2019**

### **APPLICATION PROCEDURE:**

- E-mail resume and letter of interest to Elaine Reinke, HR Specialist at [ereinke@cgresd.net](mailto:ereinke@cgresd.net)
- Questions may be directed to the SPARKS office at 989-386-8655

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