



NOTICE OF AVAILABLE POSITION

POSTING DATE: April 10, 2019

POSITION TITLE: 21st Century Community Learning Center- SPARKS Site Coordinator

STARTING DATE: 5/08/2019

JOB LOCATION: Coleman

WORK DAYS PER YEAR: 7.5 hours per day, 50 work days through July. Renewed contract for school year upon satisfactory job performance and continued grant funding.

REPORTS TO: 21st 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 Coleman Elementary School in order to provide quality out-of-school time programming to students, including homework, help, tutoring, STEM skills, and service learning opportunities.

APPLICATION DEADLINE: May 1, 2019

Send Resume and Letter of Interest to:

Clare-Gladwin Regional Education Service District

Attn: SPARKS Director

4041 East Mannsiding Road

Clare, Michigan 48617

(989) 386-3851

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