



**CLARE-GLADWIN**  
REGIONAL EDUCATION SERVICE DISTRICT  
*Excellence in Education Services*

## **NOTICE OF AVAILABLE POSITION**

**Posted: August 23, 2019**

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

**STARTING DATE:** As soon as possible

**JOB LOCATION:** Meridian Elementary School

**WORK DAYS PER YEAR:** 7.5 hours per day, 185 work days.

**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 Coleman Elementary School in order to provide quality out-of-school time programming to students, including tutoring, STEM skills, and career and job exploration.

**APPLICATION DEADLINE: Until Filled**

**APPLICATION PROCEDURE:** Apply electronically or download an application at [www.cgresd.net/employment](http://www.cgresd.net/employment).

Clare-Gladwin RESD  
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**EOE**