

21st Century Job Descriptions 2020-2021

Administrator Responsibilities (Subject to change pending Guidance)

- Apply for the Administrator position.
- Attend virtual pre-program meetings with the Grant Facilitator.
- Read all grant requirements, Program Logic Model and Program Theory.
- Become familiar with the program mission and goals.
- Follow program schedule for K-2, 3rd-5th, Enrichments, Tutoring, and SEL (follow district and NTA guidance)
- Create class lists based on enrollment and staff and ensure 1:10 teacher to student ratio.
- Provide appropriate diagnostic information to teachers (follow district and NTA guidance).
- Attend virtual quarterly PACT (Program Advisory Council Team) Meetings.
- Conduct and attend Virtual Professional Development and orientations (follow district and NTA guidance).
- Conduct and/or participate in virtual Family Orientations, Lights On for After-School events, and Parent University Events.
- Conduct ongoing staff recruitment.
- Conduct ongoing member recruitment (welcome letters provided by Grant Facilitator and distributed by clerical staff).
- Create an instructional video or Powerpoint presentation for parents with step by step instructions for how to access student google classrooms, student expectations, schedule of classes, and enrichment activities i.e, CBO activity classes
- Ensure that a 21st Century virtual bulletin board is created, posted on school web page, and updated. (As per NYSED the start and end times are flexible for virtual programming individual school start times TBD 3:30-5:30 or 4:00-6:00)
- Maintain a 21st C google drive containing pertinent and important information for staff.
- Schedule, conduct, and document monthly cyber safety drills
- Schedule and facilitate common planning time for teachers (once monthly) complete CPT form.
- Observe and monitor staff for program compliance. (follow district and NTA guidance)
 - Monitor all CBO classes daily
 - Monitor all teacher classrooms at least once per week
- Monitor student attendance to ensure the enrollment numbers are met, procedures TBD. (follow district and NTA guidance)
- Assist with collecting and reporting on data.
- Submit weekly checklists to Grant Facilitator. (Revisions to be determined)
- Assist with virtual End-of-Session Showcases.
- Communicate with clerical staff.
- If sharing the position, establish a written statement of the division of responsibilities and a schedule must be established (template provided by Grant Facilitator).
- Sign into and out of program daily (procedure TBD)
- Communicate with families regarding programming and student behavior.
- Conduct teacher and teaching assistant reviews twice a year as required for 21st CCLC.
- Reviews are to be kept digitally and submitted to the Grant Facilitator

Teacher Responsibilities (Subject to Change pending Guidance)

- Sign into and out of the program daily, process TBD (follow district and NTA guidance)
- Attend virtual monthly common planning time and submit a monthly lesson plan at the end of the meeting (Teachers are responsible for requesting copies of curriculum materials).
- Curriculum for tutoring and STEAM can be accessed by creating an account with Mizzen by Mott** <https://app.mizzenapp.org/>
- Utilize iRead & iReady diagnostic results regularly and use the information to provide tutoring.
- Lesson plans must be submitted and kept in the Google Drive [Practice Playlist](#) or Pear Deck [Untitled presentation](#)
- Teach enrichment classes as scheduled.
- Enrichment teachers provide copies of weekly lesson plans based on their specialty e.g. PBL, music, Arts. They are to be submitted and kept in the Google Drive
- A communication log between after school teachers and daytime teachers is kept in Google Drive
- Provide virtual Social Emotional instruction and support to students e.g. LIM, Ruler.
- Attend virtual Professional Development as required by the grant.
- Administer and complete surveys required by the grant.
- Notify administration of any planned and unexpected absences with as much notice as possible. (follow district and NTA guidance)
- Program administrators conduct Staff Program Reviews twice a year as required for 21st CCLC.

Teaching Assistant Responsibilities (Subject to change pending Guidance)

- Assist assigned teacher or CBO employee as needed virtually
- May be asked to take/check on attendance
- May be asked to reach out to participants in various classes (Break out sessions).

Clerical Responsibilities (Subject to change pending Guidance)

- Accurately enter student attendance **daily**. (follow district and NTA guidance)
- Provide digital sign in sheets with the time in and time out daily for staff and check for all required information, initials, and signatures.(follow district and NTA guidance)
- Submit timesheets to Grant Facilitator
- Create rosters in EZReport for all activities, sessions, and terms.
- Check weekly updates of online applications for all required information, contact families to obtain missing information or update information as needed.
- Create and update waiting lists regularly.
- Create a master email list for communications with families
- Enroll students from waiting lists if/when space becomes available.
- Maintain accurate and up to date digital records including:
 - Rosters
 - Waiting Lists
 - Intervention forms
 - Student removals

- Send welcome letters to families and make follow up phone calls.
- Send removal letters to families of children removed from the program and make follow up phone calls (Pending executive orders.)
- Contact families of children who are absent for two days or more in a row.
- Update Grant Facilitator weekly
- Use Google form field trip permission information to create a list of trip participants and rosters.
- Answer 21st Century calls and emails during program time.
- Enter family members data into EZReports.
- Input, revise, and update staff information in EZReports.
- Ensure that vendors and volunteers' attendance is verified (process TBD)
- Remove students as needed based based on Administrators' recommendations.