

WISE COUNTY SCHOOLS

“A Touch of Class”

PLEASE POST

March 8, 2010

PLEASE POST

PERSONNEL VACANCY ANNOUNCEMENT

**POSITION: 21st CENTURY COMMUNITY LEARNING CENTER
PROJECT COORDINATOR**

**MINIMUM
REQUIREMENTS:**

- Degree in education with a valid Virginia teaching license.
- Evidence of leadership and management skills with administrative experience related to recruitment, training, budgeting, scheduling, purchasing, reporting, and program supervision preferred.
- Experience in coordinating and supervising students, staff, and volunteers, including planning, implementing, and evaluating programs.
- Knowledge, ability, and skill to work cooperatively with students, teachers, parents, community groups, and school administrators.

**PERFORMANCE
RESPONSIBILITIES:**

- Supervise all aspects of the Community Learning Center Program.
- Administrative duties relating to program implementation, including writing grant application proposals and continuation grant application proposals.
- Establishing and maintaining special classes, services, and activities for students and their families.
- Providing leadership for the recruitment, employment, and placement of all community learning center personnel.
- Preparing and administering the project's annual operating budget and adhering to applicable federal, state, and local policies and procedures for expending funds.
- Maintain the budget reimbursements, budget transfers, and spend down reports in the Virginia Dept. of Education OMEGA (Online Management of Education Grant Awards) System
- Assessing need and planning for effective use of all building space, maintaining records of assigned areas for programs and activities, determining appropriateness of assigned space and implementing appropriate safety measures.
- Working with community groups, school employees, students, and others in interpreting programs and gaining community support.
- Reports to School Principal, Director of Federal Programs and the Division Superintendent.

JOB GOAL:

To provide direction and leadership for implementing a 21st Century School's Community Learning Center Program, administer the project grant, personnel management, project reporting, data collection, and communication with the school district, community organizations, parents, and staff.

**SALARY & FRINGE
BENEFITS:**

The Wise County School Board pays the employee cost for retirement benefit and group life insurance. Personal leave, sick leave, and health insurance benefits are also available. Teacher contract (240 day)

**APPLICATION
DEADLINE:**

March 22, 2010 or open until filled

**APPLICATION
PROCESS:**

The school board reserves the right to consider those who respond, any other potential candidates, and any position(s) or transfer(s) that may result in filling this position. Beginning January 1, 2010, all administrative and teacher applications must be completed online. Online applications are available via website of www.wise.k12.va.us, Employment Opportunities link.

Mr. Gene Rowland
Director of Human Resources
Wise County Public Schools
P. O. Box 1217
Wise, VA 24293
276/328-8017
276/328-3350 Fax
growland@wise.k12.va.us

Applicants are considered without regard to race, color, gender, national origin, political affiliation, disability, age, or religion.

*****THE WISE COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER.*****