

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: 21 <sup>st</sup> Century Coordinator	Reports to: Principal
Job Class Code: 7471, 0290, 0300	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Responsible for the general development and management of the 21st CCLC project
- Recruit and Direct volunteer program
- Schedule Council Meetings
- Direct program implementation
- Serve as an liaison between the 21st CCLC council and the 21st CCLC program
- Serve as an liaison between program activities, school, students and parents
- Responsible for all required trainings and reporting
- Maintain appropriate program documentation and procedures
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**MINIMUM QUALIFICATIONS**

Education: GED or High School Diploma  
Certification/Licensure: N/A

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*

CUMBERLAND COUNTY  
PANTHERS