

Description of the Roles of Staff Positions for the Illinois 21st CCLC Program

Listed below are the 21st CCLC Program staff positions and their roles as recognized by the Illinois State Board of Education. School districts and community-based organizations frequently use other titles for similar positions and that is permissible. However, for budget purposes grantees are expected to make certain that local titles and roles of similar positions align with the following:

Project Director

- Contact person for the grant
- Oversees the implementation of the grant project to be sure it is implemented with fidelity based on the application
- Provides professional development to the staff
- Ensures that programming is academically based for the students
- Ensures that the parent involvement activities are taking place
- Works with the community to market the program

Site Coordinator

- Oversees one specific site, in some cases more than one site
- Follows the direction of the Project Director and assists the Project Director to be sure the program is in compliance
- Coordinate the program for that site to be sure the students are registered, attendance is being kept, programs are in place and are academically based, ensure that students are safe, and parent involvement activities are held for the parents of the students enrolled in the program
- Work with the Principal of the school to be sure there is active communication

Front Line Staff

- Works with the students and parents on a daily basis (teachers, youth workers)
- Provides the academic programs
- Ensures the safety of the children
- Assists the students to higher achievement in their studies
- Assists the Site Coordinator to ensure the program is in compliance

Evaluator

- Works with the Project Director to collect data needed to evaluate the program, to provide the data needed for PPICS and fall/spring survey
- Creates an evaluation report to share with the community
- Provides recommendations for changes to the program