



Illinois 21st Century Community Learning Center Program Titles and Role Descriptions

Listed below are the recognized titles and role descriptions for grantees of the Illinois State Board of Education 21st CCLC Program. School districts and community-based organizations frequently use different titles for these positions, and that is permissible. However, please adhere to the following terms when completing information for ISBE, (i.e., surveys, registration forms, and reports).

Fiscal Agent/Grantee

- The entity that has been awarded an ISBE 21st CCLC grant (typically a school district, community-based organization, or university)
- Ensures compliance with all regulatory program requirements
- Assumes responsibility for the management of grant funds and required reporting

Project Director

- Serves as contact person for the grant
- Oversees project operations to ensure that the afterschool program is implemented with fidelity in accordance with the grant application
- Ensures that staff receive professional development
- Ensures that programming for students is academically based and aligned with Illinois Learning Standards (ILS)
- Ensures that family engagement is a program priority
- Collaborates with the community to market, support, and sustain the program

Site Coordinator

- Assists the Project Director to ensure that the afterschool program operates with fidelity in accordance with the grant application
- Coordinates with the Project Director and program staff to ensure quality afterschool implementation at all program sites
- Oversees specific program site or sites to ensure that
 - students are registered for the afterschool program
 - student attendance is recorded
 - academically based programs are implemented
 - students are safe
 - activities are implemented to engage the families of students enrolled in the afterschool program
- Coordinates with the school to determine the students and families with the greatest needs in order to provide appropriate support afterschool
- Works with the school principal(s) to ensure ongoing collaboration between the school and the afterschool program
- Focuses communication with the principal and school staff on the growth and academic needs of all students enrolled in the program

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Front Line Staff

- Works with students enrolled in the program and their families on a daily basis
- Provides academic programs aligned with Illinois Learning Standards
- Ensures the safety of afterschool program participants
- Assists the students in attaining higher academic achievement
- Assists the Site Coordinator to ensure that the program is in compliance

Evaluator

- Works with the Project Director to collect data needed to evaluate the program
- Works with the Project Director to provide data needed for federal reporting and the fall/spring survey
- Creates an evaluation report for the program
- Makes recommendations for changes to the program based on data