

PLEASE POST

VB – 2011-2012  
August 9, 2011

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y   B U L L E T I N**

**POSITION:** 21<sup>st</sup> Century Site Coordinator

**LOCATION:** Cumberland Elementary School

**LENGTH OF EMPLOYMENT:** 2011-2012 School Year

**SALARY RANGE:** 2011-2012 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** Associate degree; Experience working with elementary and middle school youth and families; Excellent written, oral and interpersonal communication skills; Proficient at problem solving and team decision making; ability to interact with both youth and adults; Demonstrated organization and management skills.

**JOB DESCRIPTION (Condensed):**

Develop, supervise, coordinate after school and summer academic and recreational programs for Cumberland Elementary School. Successful applicant must support and promote the 21<sup>st</sup> Century Community Learning Center to the general public; Maintain and coordinate programming for the 21<sup>st</sup> Century Community Learning Center; Maintain accurate and complete records as required by law, district policy, and administrative regulations. Successful applicant must collaborate with teachers and staff and participate in direct service and special events. Professional development is required as is a cooperative relationship with staff, parents and community representatives.

**EFFECTIVE EMPLOYMENT DATE:** 2011-2012 School Year (after posting deadline)

**APPLICATION DEADLINE:** August 19, 2011

**NON-DISCRIMINATION POLICY:** The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE ASSISTANT SUPERINTENDENT IN CHARGE OF PERSONNEL NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

**SEND TO:** ASSISTANT SUPERINTENDENT FOR PERSONNEL, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.