JOB POSTING

ARLINGTON SCHOOL DISTRICT NO. 3
ARLINGTON, OR 97812

21st CENTURY COORDINATOR POSITION

SUMMARY: 21st Century Coordinator works with the school, families, partner agencies, and the community to assess needs and interests, and develop and coordinate programs and activities. They facilitate a safe learning environment that supports youth development and adult activities. They will work to ensure that transportation, recruitment, scheduling, supplies, food, and grant staff are in good order. They will also work in designing and carrying out the programming, plus facilitate communication with partners. 21st Century Coordinator will aid students and staff in setting up communication systems at Arlington Schools, and work with School staff and grant staff to recruit and retain parents for the parent cohorts. They will host and coordinate events for the parent cohorts, assisting our professional facilitators. This person will also ensure that all documentation, data and training are in good order.

PRIMARY RESPONSIBILITIES: Prepare, maintain, and manage the daily activities of the 21st CCLC program at school site, in addition to other administrative duties as needed. Work with the 21st CCLC Project Director (from North Central ESD) implementing and managing the 21st CCLC afterschool program. Be present with students and knowledgeable about their needs at all times. Conduct a daily check-in with staff to discuss concerns and solutions. Maintain a familiarity with students and make sure that they experience school safely and in accordance with the school's policies and procedures. Coordinate all afterschool check-in and check-out needs with the highest level of customer service possible, especially when communicating with parents and families. Facilitate and assist school staff and community partners with afterschool programming. Ensure that the 21st CCLC Afterschool Program is set up and ready for students and partners to arrive each day. This may include moving furniture, setting up supplies, and reorganizing the rooms for the following school day. Assist in completing all forms and reports so that all incidents and actions are properly documented whenever necessary. These actions will include keeping daily attendance, meal tracking, and submitting a daily report to the 21st CCLC Project Director. Plan and coordinate programs for adults and families (including summer programs). Help develop relationship with local agencies and organizations Work and partner with neighboring community school programs Be able to work and attend functions during the evening and some weekends Perform additional office duties and other tasks as assigned

QUALIFICATIONS, DESIRED SKILLS:
Current proof of fingerprinting clearance through the Federal and Oregon State Department of Education is required for employment.
Exhibit a strong commitment to working with educators and children.
At least 2 years' experience working in youth development or education.
Proficient in using technology as a management reporting tool.
Teaching and/or coaching experience with diverse age groups and experiences is a plus. Excellent organizational and customer service skills.
Demonstrated ability to work sensitively with diverse people and communities.
Ability to recruit volunteers and staff for programs and activities
Must be able to work with other coordinators and school staff. Ability to organize and work with staff and volunteers.
Ability to communicate effectively with families, children and the public in a one on one or group setting.
Must be able to maintain confidentiality.

Ability to provide accurate written reports.
Do training and be able to use the EZ Reports system.
Ability to work within a budget.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Typically works in an indoor and outdoor environment in all seasons with the ability to stand for prolonged amounts of time. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities.

TERMS OF EMPLOYMENT: Starting Date: Preferably August 24, 2026. Contract for one year, including a 3-month probation period.

COMPENSATION: The rate of pay will be contingent on experience with a range of $21.50 to $31.00 per hour.

APPLICATION PROCEDURE: 1. Submit a letter of interest to Dr. Jonathan Fost, Superintendent (jfost@arlington.k12.or.us). Applications must be received by August 10, 2026.

Candidates will be contacted for interviews. For Questions, call the Arlington Superintendent Dr. Jonathan Fost at 541.454.2632.
Arlington School District IS AN EQUAL OPPORTUNITY EMPLOYER

8-5-26

INTERNAL/EXTERNAL JOB POSTINGS

ARLINGTON SCHOOL DISTRICT NO. 3
ARLINGTON, OR 97812

Part-Time Preschool Aide

Salary Range $14,441.80-$19,723.00

No Benefits

(May be eligible for benefits in accordance with district policy and collective bargaining agreements if combined with another part-time position)

Arlington School District is hiring for a Part-Time Preschool Aide.
This is a classified position.

- Support students with diverse learning needs, including those with IEP's, 504 plans, or other accommodations.
- Monitor and support student behavior in alignment with school and district expectations.
- Assist with classroom management and organization.
- Supervise students in classrooms, hallways, lunchrooms, playgrounds, and on field trips as assigned.
- May require standing, walking, bending, and lifting up to 25 pounds.
- May include supporting students with physical, behavioral, or medical needs.
- Perform other duties as assigned.

Please submit letter of interest to the High School office or to jfost@arlington.k12.or.us.

The Arlington School District is an equal opportunity employer.

-Posted 8/5/2026