

DIRECTOR OF EXPANDED LEARNING

PRIMARY FUNCTION:

Under the supervision of the Assistant Superintendent Educational Services, the Director of Expanded Learning will oversee the operation and management of grant awards for the Expanded Learning Opportunities Program (ELO-P) and After School Education and Safety (ASES). The Director of Expanded Learning will provide training and Supplemental Educational Services (SES) at various school sites. The Director will supervise site leads at all after school programs to ensure students successfully transition from the regular school day to the ELO-P or ASES Program (before and after school programs), summer school programming, intercession programs, Saturday Schools and all other district operated before and after school programs. The Director will evaluate the social and academic growth of students through data analysis and recommend changes to improve the quality of programs. This position requires flexible, non-traditional work hours and is contingent upon continuous grant funding.

ASSIGNED RESPONSIBILITIES:

1. Supervises, oversees, and evaluates all Expanded Learning Programs to include ELO-P, ASES, SES, and all expanded learning staff members at multiple sites.
2. Oversees and supervises all Summer School, Intercession, Saturday School programs, and extended learning opportunities on minimum day Wednesdays.
3. Seeks, secures, implements, and manages grants that support the ELO-P, including ASES and Supplemental Educational Services (SES).
4. Monitors school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements.
5. Maintains student and staff records, analyzes program data, and prepares and submits required report.
6. Facilitates and/or provides professional development for program staff, provides onsite coaching support, and parent education workshops to improve program quality.
7. Collaborates with District and site administrators to design, implement, promote, and supervise student achievement and enrichment activities for all expanded learning programs to include ELO-P, SES, and ASES.
8. Assists with ensuring all community-based organizations meet all contractual and District policy requirements.

9. Ensures that the ELO-P budget/reporting deadlines and ASES grant requirements and deadlines are met.
10. Evaluates ELO-P and ASES program effectiveness by utilizing multiple assessment measurement tools, including analyzing results and providing information to students, staff, parents, and community collaborators.
11. Evaluates and works collaboratively with school sites to design/select curriculum and instructional materials.
12. Coordinates the Expanded Learning Program and ASES program interfacing with other community-based organizations.
13. Participates in various meetings and District Advisory Councils, as well as Title I and other educational conferences, as may be required.
14. Develops, implements, and monitors supplemental after school intervention programs.
15. Maintain manual and electronic documents, files, and records.
16. Works directly with the educational partners to address parent concerns and student investigations regarding all the expanded learning programs.
17. Communicates with parents regarding expanded learning programs.
18. Prepares a variety of documents, reports, written materials, and recommendations for the purpose of communicating information to parents and staff.
19. Effectively communicates and maintains cooperative relationships with those contacted in the course of work.
20. Adheres to and implement the certificated and classified collective bargaining agreements.
21. Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Knowledge of**
 - a. Budget planning and monitoring
 - b. Laws, regulations and procedures governing school district administration
 - c. Applicable Education Code rules and regulations related district and school policies and procedures
 - d. Principals and practices of establishing and maintaining good community relations

- e. Principles and practices of developmentally appropriate academic enrichment and recreational programs
- f. Record-keeping techniques
- g. Federal and State laws, rules, regulations, and policies related to categorically funded programs
- h. In-service training and staff development procedures
- i. Program assessment and evaluation
- j. Principles and practices of preparing, producing and disseminating public information
- **Ability to**
 - a. Provide effective visionary leadership and strategic planning to focus human and material resources towards the primary goal of outstanding quality education for students
 - b. Express communicate and build high-functioning relationships in order to work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents
 - c. Effectively communicate and work with diverse groups of people such as (but not limited to) District Office Personnel, Principals, Teachers, Students and Parents
 - d. Analyze and evaluate data for specific use
 - e. Maintain confidentiality
 - f. Prioritize workload and conflicting demands
 - g. Effectively work in a demanding environment
 - h. Work in a diverse socio-economic and multicultural community
 - i. Demonstrate organizational, time management, analytical and problem-solving skills
 - j. Develop and provide effective presentations to the public, Board, and staff
 - k. Demonstrate honesty, integrity, openness, and a strong sense of confidence in oneself and others
 - l. Effectively communicate orally and in writing, with a variety of public, staff, and management groups
 - m. Maintain consistent, punctual, and regular attendance

- n. Apply effective employee supervision and evaluation techniques
- o. Attend multiple functions; including those conducted on weekends and at night
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental, and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):
 - **Physical:**
 - a. Ability to push, pull, lift and transport instructional and/or presentation materials up to twenty-five (25) lbs. on a regular basis and up to forty (40) lbs. occasionally
 - b. Ability to communicate so others will be able to clearly understand a normal conversation
 - c. Ability to understand speech at normal levels
 - d. Ability to bend, twist, stoop and reach
 - e. Ability to drive a personal vehicle to conduct business
 - f. Generally the job requires 55 percent sitting, 35 percent walking, and 10 percent standing
 - **Mental:**
 - a. Ability to organize and coordinate schedules
 - b. Ability to analyze and interpret data
 - c. Ability to problem solve
 - d. Ability to communicate with the public
 - e. Ability to read, analyze and interpret printed matter and computer screens
 - f. Ability to create written communication so others will be able to clearly understand the written communication
 - g. Ability to communicate so others will be able to clearly understand a normal conversation
 - h. Ability to understand speech at normal levels

- **Environment:**

- a. Indoor – frequently
- b. Outdoor – occasionally (temperature variations)
- c. Ability to work at a desk and in meetings of various configurations

EDUCATION AND EXPERIENCE:

1. Valid California Administrative Credential
2. Valid and appropriate California Teaching Credential
3. Master’s Degree or higher
4. Successful school site administrative and teacher experience
5. A minimum of five (5) years teaching experience
6. Valid California Driver’s License

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent of Educational Services and/or Designee

OVERTIME STATUS:

Exempt

BARGAINING UNIT STATUS:

Management

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Management/Confidential employees

Regulation Approved: