

LOWELL JOINT SCHOOL DISTRICT
**COORDINATOR OF EXPANDED LEARNING
OPPORTUNITIES PROGRAM**



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services responsible for the management of the district Expanded Learning Opportunities Program, which include before school, after school, and summer school and summer/seasonal academic day camp programs. Responsible for directing, managing, supervising and coordinating systems, policies and procedures to accelerate and enhance student achievement to support all students with college and career readiness. Directs the early learning and expanded learning employees in the daily operations, as well as administrative aspects of the department.

ESSENTIAL FUNCTIONS/DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

1. Collaborate with staff and educational partners to develop before school, after school, and summer educational and enrichment programs for students in grades TK-6.
2. Align the implementation of curriculum, instruction, and assessment systems in before school, after school and summer programs with the regular school day and the Expanded Learning Quality Standards.
3. Provide support to school sites to implement the before school, after school and summer programs to meet the needs of all students.
4. Ensure all programming and curricula are aligned to the District's goals, Expanded Learning Opportunity Program, After School Education, and Safety grant guidelines.
5. Collect, examine and use data to develop long and short-range plans in a continuous quality improvement process based on the Expanded Learning Quality Standards.
6. Collaborate with educational partners to coordinate community after school programs.
7. Advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities to determine solutions to provide supplemental learning opportunities for all students.
8. Control and authorize expenditures in accordance with established limitations.
9. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
10. Work with community-based organizations to establish contracts for before school, after school, and summer programming services.
11. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel including attendance reports, annual outcome-based data report, program plan, direct/indirect costs, and in-kind match documentation.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Attend county and state professional learning and conference opportunities regarding Expanded Learning and other topics relevant to this position, and other professional meetings.
14. Work schedule to allow opportunities to meet with students, families, and educational partners during evening hours, up to 5:00 p.m.
15. Provide leadership and direction for developing, coordinating, and aligning Expanded Learning Opportunities during the school day and in extended learning settings, including before/after school and summer programming.

16. Provide knowledge, guidance, and support to schools in the areas of professional development, programming, and service delivery to reduce incidents of student misbehavior and increase student achievement.
17. Build capacity of staff to provide high-quality programming and professional practices for Expanded Learning Opportunities.
18. Collaborate with school sites and other district departments, i.e., Special Education, English Learner Supports, Student Services, etc., to ensure holistic educational and social-emotional approaches to students and maximize the utility of fiscal and human resources available at the site and District level.
19. Foster and maintain partnerships with outside organizations to provide expanded learning opportunities.
20. Perform related duties as assigned

QUALIFICATION GUIDELINES:

- Valid Administrative Service Credential or certificate of eligibility and Master's Degree required or in process
- Valid California Teaching Credential
- Minimum of 6 years of experience in the field preferred
- Valid Driver's License
- Knowledgeable of and able to implement innovative problem-solving and decision-making models in a collaborative team environment
- Demonstrated experience in the selection and supervision of personnel, implementation of curriculum reform, accountability systems, data-driven decision-making, and professional development
- Outstanding interpersonal skills and the ability to generate enthusiasm and motivate staff
- Exceptional writing and computer skills

SALARY RANGE

Appropriate placement on the Certificated Management Supervisory Salary Schedule

PHYSICAL STANDARDS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary dependent on school site, department area or age group assigned. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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MENTAL DEMANDS

Required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

PERIOD OF SERVICE

204 days. Work calendar as adopted by the Board of Trustees