



ALVORD UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT JOB DESCRIPTION

DIRECTOR II – EXPANDED LEARNING (TK-5) OPPORTUNITIES PROGRAM (Salary Range 12 \$131,207 - \$154,480 plus benefits.)

DEFINITION:

Under the supervision of the Assistant Superintendent of Educational Services, the Director II of Expanded Learning (TK-5) will oversee the operation and management of grant awards designed to provide students with expanded learning opportunities, including but not limited to the Expanded Learning Opportunities Program (ELO-P) and the After School Education and Safety Program (ASES). The Director II of Expanded Learning (TK-5) will provide training and Supplemental Educational Services (SES) at various school sites. The Director II will supervise site leads in all expanded learning programs, including all before and after school programs, to ensure the implementation of robust expanded learning programs and to ensure student success. The Director II will coordinate and supervise summer school, intercession, Saturday School programs and all expanded learning programs that occur before and after school. The Director II 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 program funding.

WORK YEAR: 215 DAYS

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position. The Director II shall be primarily responsible for the expanded learning programs provided to students in the TK-5th grades.

- Supervises, oversees, and evaluates all grant funded expanded learning opportunities and programs, including but not limited to ELO-P and ASES at multiples TK-5th grade school sites;
- Supervises, oversees, and evaluates all expanded learning staff members in the TK-5th grade setting;
- Oversees and supervises all Summer School, intercession, and Saturday School programs in the TK-5th grade setting;
- Seeks, secures, implements, and manages grants that support expanded student learning, including but not limited to ELO-P and ASES grant funding;
- Monitors school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements;
- Maintains student and staff records, analyzes program data, and prepares and submits required reports related to TK-5 expanded learning programs;
- Facilitates and/or provides professional development for TK-5th grade program staff, provides onsite coaching support, and parent education workshops to improve TK-5th grade program quality;
- Attends multiple functions; including those conducted on weekends and at night;
- Collaborates with District and site administrators to design, implement, promote and supervise TK-5th grade student achievement and enrichment activities for all expanded learning programs, including but not limited to ELO-P and ASES;
- Assists with ensuring all community-based organizations meet all contractual and District policy requirements;
- Ensures that grant funding budget/reporting requirements and deadlines are satisfied;
- Evaluates the TK-5th grade expanded learning program effectiveness by utilizing multiple assessment measurement tools; including analyzing results and providing information to students, staff, parents, and community collaborators;
- Evaluates and works collaboratively with school sites to design/select curriculum and instructional materials;
- Coordinates the Expanded Learning Program interfacing with other community based organizations;

- Participates in various meetings and District Advisory Councils, as well as Title I and other educational conferences, as may be required;
- Develops, implements, and monitors supplemental after school intervention programs;

MINIMUM QUALIFICATIONS:

The position requires the following:

Knowledge of:

- Federal and state guidelines for categorical programs, funding, and grants.
- Planning, organization, and direction of expanded learning programs
- Applicable laws, codes, regulations, policies, operations, and procedures
- District organization, operations, policies, and objectives
- Principles and practices of administration, supervision, and training
- Compliance review mandates
- Interviewing techniques
- Normal school routines and practices
- Federal, state, and private grant and entitlement funding sources
- Basic school district budgeting procedures and their applications

Ability to:

- Plan, organize, control, and direct the expanded learning programs of the district
- Assure compliance with laws, codes, and regulations related to after school programs
- Demonstrate effective supervision skills
- Evaluate the performance of assigned staff
- Demonstrate effective communication and interpersonal skills, both written and oral, using tact, patience and courtesy
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Demonstrate strong scheduling and organizational skills
- Diffuse difficult situations
- Analyze situations accurately and adopt an effective course of action
- Apply and explain rules, regulations, standards, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Meet demanding timelines and schedules
- Work independently with little direction
- Prepare comprehensive narrative and statistical reports
- Plan and organize related work
- Direct the maintenance of a variety of reports and files related to expanded learning programs
- Prepare a budget and operate within its parameters
- Research and write grants
- Operate a computer and other office equipment

Education and Experience:

- Valid California teaching credential
- Administrative Services credential
- At least five years of successful elementary site administration experience, preferably as a principal
- At least five years of successful teaching experience
- District level experience desirable

WORKING CONDITIONS

Environment:

- Office and outside work setting

- Subject to frequent interruptions and daily contact with district staff, parents and community
- Frequent driving to various sites, training facilities, and/or other locations as needed

Physical Abilities:

- Hearing and speaking to exchange information and make presentations
- Visual ability to read, prepare/process documents and small figures
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting, walking and standing for extended periods of time
- Occasional carrying, pushing, pulling or lifting up to 25 pounds
- Occasional bending at the waist and stooping
- Occasional reaching overhead, above the shoulders and horizontally

Hazards:

- Some exposure to toxic materials
- Working with and around office equipment having moving parts
- Occasional contact with distraught students, parents and members of the public