Director, Expanded Learning and Community Engagement

Purpose Statement
Under administrative direction, the Director, Expanded Learning and Community Engagement, is responsible for directing and supporting the Expanded Learning programs and related comprehensive strategies, implementing of community engagement initiatives, serving as a resource, and maintaining services within established guidelines and standards.

Diversity Statement:
Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one’s actions and the resulting impact.

Essential Functions
- Directs and supervises the staff of the Expanded Learning Unit programs, including oversight of critical technical assistance and grant compliance guidance for ASES, ASSETs and 21st Century Learning Center grantees, programs, and school districts to ensure high-quality programming and grant compliance.
- Provides technical assistance to SDCOE expanded learning sub-grantees that are selected for the Federal Program Management and/or auditing process.
- Formulates and develops operational policies and procedures for assigned program activities, and monitors activities to assure compliance.
- Directs the administrative practices and procedures related to planning and implementation, budget planning, and evaluation of expanded learning, youth development, and community engagement.
- Serves as a liaison between SDCOE and other counties, school districts and charters, community-based organizations, colleges and universities, and the California Department of Education, in dealing with the operating policies, rules and procedures for effective Expanded Learning and youth development program; and the distribution of materials to interested audiences as appropriate.
- Directs and monitors the preparation and maintenance of a variety of technical and complex records and reports required by the California Department of Education.
- Identifies compliance issues and assists in their resolution; promotes awareness of needs met by program elements.
- Develops, coordinates, and assesses related instructional programs.
- Visits sites to observe, evaluate, and provide training related to the assigned programs, and provides technical support and assistance to SDCOE, local districts, and charter schools.
- Collaborates with key stakeholders (students, families, school staff and community members) to develop a needs assessment, to create and implement a Community Schools model.
- Implements a menu of needs-driven, high-quality programs and services in adherence with the community school model, including but not limited to expanded learning opportunities, health services, parent/family engagement adult education, direct material assistance, and interventions targeted to chronically absent students.
● Provides training and technical assistance to ensure cultural and linguistic appropriateness of services, programs, and communication efforts.
● Supervises and evaluates certificated and classified staff (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing staff development opportunities, etc.) maintaining adequate staffing needs, enhancing productivity of personnel and achieving department objectives.

Other Functions
● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Knowledge and Abilities
KNOWLEDGE of:
Federal, state, and county laws, codes, regulations, and requirements pertaining to expanded learning programs: After School Education & Safety (ASES) Program, After School Safety and Enrichment for Teens (ASSETs), 21st Century Community Learning Centers, and Expanded Learning Statewide Quality Standards;
Continuous Quality Improvement process;
Principles and methods of finance and budget/grant administration;
California Ed Code relevant to Expanded Learning Programs;
California Local Control Funding Formula (LCFF), and California Local Control Accountability Plan (LCAP);
Principles and practices of program management, budgeting, evaluation, data collection and analysis, record-keeping, and reporting;
Concepts of grammar and punctuation;
Practicing cultural competency while working collaboratively with diverse groups and individuals;
Instructional practices and techniques.

ABILITY to:
Interpret, apply and explain codes, rules, regulations, policies and procedures;
Analyze and evaluate information to make critical decisions;
Understand and ensure compliance with relevant laws and regulations;
Engage individuals and groups in effective dialogue to achieve program goals;
Set priorities;
Communicate effectively both orally and in writing;
Meet deadlines and schedules;
Supervise and evaluate the performance of assigned personnel;
Model empathy and sensitivity while working collaboratively with diverse groups and individuals.

Working Environment
ENVIRONMENT:
Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.
PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

**Experience:** At least five (5) years of experience in public education administration and/or expanded learning program administration providing oversight, training, and technical assistance, including two years (2) of experience in a supervisory capacity; and

**Education:** A Master’s degree in education, public administration, or related field; or

**Equivalency:** A combination of education and experience equivalent to a master’s degree in education, public administration, or related field and at least five (5) years of experience in public education administration and/or expanded learning program administration providing oversight, training, and technical assistance, including two years (2) of experience in a supervisory capacity.

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<tr>
<th>Required Testing</th>
<th>Certificates, Credentials, Licenses</th>
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<tbody>
<tr>
<td>N/A</td>
<td>Valid CA Administrative Service Credential</td>
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<tr>
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<td>Valid CA Driver’s License</td>
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<tr>
<th>Continuing Educ./Training</th>
<th>Clearances</th>
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<tr>
<td>As needed to maintain required certificates.</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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<td>Physical Exam including drug screen</td>
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<td>Tuberculosis Clearance</td>
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**FLSA State:** Exempt

**Salary Grade:** Certificated Management, Grade 050

**Approval Date:** October 25, 2021

**Approved by:**

[Signature]

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

**Revised:** N/A