

Senior Director, Expanded Learning and Community Engagement

Purpose Statement

Under administrative direction, the Senior Director of Expanded Learning and Community Engagement, is responsible for directing, maintaining, and expanding the Expanded Learning and Friday Night Live programs, related comprehensive strategy, implementing of community engagement initiatives, and implementing and maintaining services within established guidelines and standards.

Essential Functions

- Directs and supervises the staff of the Expanded Learning Unit and Friday Night Live (FNL) programs, including oversight of critical technical assistance and grant compliance guidance for FNL, ASES and 21st Century Learning Center grantees, programs, and school districts to ensure high-quality programming and grant compliance.
- 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; the California Department of Education; and other organizations dealing with the operating policies, rules and procedures for effective Expanded Learning and youth development programs, including the distribution of materials to interested audiences including county, district charter schools 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 and San Diego County Health and Human Services Agency.
- Identifies compliance issues and assists in their resolution; promotes awareness of needs met by program elements.
- 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.

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

Skills, Knowledge and Abilities

SKILLS to:

Utilize conflict resolution techniques;
Operate standard office equipment including pertinent software applications;
Prepare and maintain accurate records;
Estimate required resources;
Facilitate meetings.

KNOWLEDGE of:

Federal, state, and county laws, codes, regulations and requirements pertaining to expanded learning programs, such as After School Education & Safety (ASES) Program, 21st Century Community Learning Centers, and Expanded Learning Statewide Quality Standards
California Education Code, California Code of Regulations, California Local Control Funding Formula (LCFF), and California Local Control Accountability Plan (LCAP);
Continuous Quality Improvement process;
Principles and practices of business administration, organizational management, and human resources management;
Principles and methods of finance and budget administration;
Concepts, capabilities, and applications of information systems;
Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements.

ABILITY to:

Analyze and evaluate information to make critical decisions in a timely manner;
Understand and ensure compliance with relevant laws and regulations;
Engage individuals and groups in effective dialogue to achieve program goals;
Effectively present program information to individuals, small, and large groups;
Plan and track projects to ensure they are on-time, on-budget, and achieve their objectives;
Communicate clearly and concisely, both orally and in writing;
Guide and encourage others to ensure superior individual and team performance.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally clean and healthy environment, under minimal temperature variations.

Experience: Five (5) years of experience in public K-12 expanded learning program design, administration, training and technical assistance and oversight, including two years of experience in a supervisory capacity.

Education: A Master's degree in social work, counseling, education, public administration or related field to the job requirements of this classification from a regionally

accredited institute of higher learning.

Equivalency: A combination of education and experience equivalent to a master's degree in social work, counseling, education, public administration or related field to the job requirements of this classification from a regionally accredited institute of higher learning, and five (5) years of experience in public K-12 expanded learning program design, administration, training and technical assistance and oversight, including two years of experience in a supervisory capacity.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

As needed to maintain required certificates.

Clearances

Criminal Justice
Fingerprint/Background
Clearance
Drug Screen
Proof of physical examination,
including TB Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 053

Personnel Commission Approved: November 20, 2019

Revised: N/A