

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**EXPANDED LEARNING PROGRAM ASSISTANT**

**Purpose Statement:**

Under general supervision, assists with a variety of technical and grant activities in support of SDCOE's expanded learning programs: After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC), and 21st Century High School After School Safety and Enrichment for Teens (ASSETs).

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**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.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Verifies and ensures accuracy of student and program data.
- Provides technical assistance to districts and charter schools in accurately completing required program data.
- Assists managers with data collection, analysis, and completion of quarterly and annual reports.
- Develops and maintain fiscal databases, spreadsheets, and records in Cityspan.
- Reviews and monitors completion of programmatic and fiscal reports and conducts follow-up and technical assistance with districts and charters.
- Downloads and compiles districts' and charter schools' quarterly expenditure reports and provides follow up as necessary.
- Reviews expanded learning contract documents for routing and ensures review of fiscal alignment to SDCOE procedures (i.e., sole source, etc.) as well as grant-related stipulations.

- Assists districts and charter schools with completing and submitting accurate 85/15 reports.
- Prepares detailed comprehensive reports of program and fiscal data and contributes to county and state reports.
- Develops and maintains expanded learning web pages.
- Reviews time accounting and works with staff for corrections if necessary.
- Develops and maintains communication and outreach systems to districts and charter schools.
- Maintains grant-related records and files.
- Attends professional meetings and on-going professional development.

**Other Functions:**

Performs related duties as required.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

**KNOWLEDGE OF:** The organization and operation of expanded learning programs funded by After School Education and Safety (ASES) Program, and regional 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC); elementary and secondary school district organization; grant activity procedures; data gathering techniques.

**ABILITY TO:** Develop and maintain databases and spreadsheets; disaggregate data; plan, organize and facilitate meetings, workshops, develop and deliver oral presentations to individuals and/or groups; communicate effectively orally and in writing; establish effective working relationships with school staff, and community members of varied cultural, linguistic and economic backgrounds; operate a computer and associated software; work with minimum supervision.

**WORKING ENVIRONMENT:**

**ENVIRONMENT:**

Duties are typically performed in an office. Requires the ability to travel to various locations to provide information and trainings and attend meetings. May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Physical ability to perform duties involving: hearing and speaking to exchange information; seeing to perform assigned duties; sitting and/or standing for extended periods of time; dexterity of hands and fingers to operate computer and other office equipment; lifting of light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Any combination of education, training and experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience would include: two (2) years' experience in supporting student engagement programs, spreadsheet and data applications to maintain records and prepare complex reports.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 050

**Approved by the Personnel Commission: Oct. 20, 2021**

Revised: N/A