

**Position:** Director of Extended Learning & Child Development Programs, Spanish Bilingual Highly Preferred (Non-Represented Position)

**Department:** Instruction

**Supervision:** Chief Academic Officer

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### **SUMMARY**

Manages, supervises, and oversees the ASES/Child Development and ELOP Programs. Supervises, oversees and evaluates ASES/Child Development, ELOP Staff, plans and aligns program activities with the District's PreK-8 curriculum, which works to help support the District's student performance standards. Conducts staff orientations, coordinates and facilitates staff development in-services. Ensures compliance with Education Codes Title 5, Title 22, district policies and procedures. Maintains fiscal records, accounts, and ensures district audit standards are met. Acts as District liaison with community support agencies and other District programs/school sites.

### **NATURE AND SCOPE**

Under direct supervision of the Chief Academic Officer. Develops annual program plans, calendars and budgets. Completes and submits regular State and District reports. Recruits and maintains student enrollment to sustain program fiscal solvency. Recruits and selects program staff. Coordinates annual program self-study. Coordinates food services with the Child Nutrition Department. Requires strong communications (oral and written) skills, necessary to secure grants and interpret government regulations. Variable hours and days as established for administrators under federal labor regulations.

### **DISTINGUISHING CHARACTERISTICS**

This is an Administrative position and is not within the collective bargaining unit. Demonstrates a high level of competency in multiple supervisory areas: program/compliance, personnel, fiscal management, parent/community relations. Must demonstrate successful experience in supervising others. Knowledgeable in appropriate management techniques. An Administrative Services Credential required.

### **ESSENTIAL TYPES OF DUTIES** (Examples)

#### **1. Program & Compliance Supervision**

- Ensure compliance with Title V & XXII regulations (be the liaison between District and State agencies)
- Facilitate the planning of program activities (field trips, guest speakers, special events, etc.) • Facilitate the ordering of materials and supplies
- Facilitate the alignment of activities to support Pre-K-5<sup>th</sup> grade curriculum
- Complete and submit district, community and state annual reports
- Participate in coordinated program monitoring reviews (CPM)
- Complete and submit monthly Governing Board reports
- Facilitate the implementation of the Desired Results Evaluation System

#### **2. Fiscal Management and Supervision**

- Develop and monitor applicable program budgets
- Act as a liaison between community agencies
- Maintain appropriate records and documentation according to Title 5 & 22
- Implement all State and Federal audit requirements
- Implement and manage grants to support sustainability of the program
- Coordinate the application process for additional funding grants

- Coordinate annual fundraising activities

### **3. Personnel Management and Supervision**

- Recruitment and hire staff
- Orient new staff to program operations
- Conduct regular visits to all sites and provide support to staff as needed
- Conduct regular staff meetings/trainings, and coordinate staff development days
- Coordinate and arrange bi-annual CPR trainings for staff
- Revise all forms for (before/after school program) staff binders as needed
- Develop annual staff work schedule according to program requirements
- Supervise and evaluate ASES/Child Development Program staff

### **4. Parent/Community Relations Responsibilities**

- Oversee development of annual ASES Program activity calendar
- Co-facilitate Parent Advisory Committee (PAC) meetings and activities
- Develop and organize parent trainings and workshops, and open house activities, etc.
- Coordinate annual parent orientation for all families
- Assist with community outreach
- Maintain and coordinate support services with auxiliary social service providers and agencies • Serve on public agency coordinating councils where appropriate
- Participate on county wide consortiums relating to Child Development and Education Programs

### **QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Adequate knowledge of Department of Education, Child Development Division (Title 5) and Community Care Licensing (Title 22) regulations; ability to oversee multiple sites and ensure the implementation of a safe and healthy program for children and families; support staff to develop quality programs for preschool and school age children; scheduling children's activities. Satisfactory knowledge of District programs and fiscal procedures relating to the ASES/Child Development Program. (Bilingual Highly Preferred).

**Physical Abilities:** Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Should be able to lift 50 pounds. (Consideration may be given to reasonable accommodation for above.)

**Education and/or Experience:** Administrative Services Credential Experience in supervising and evaluating staff. Having served as a successful principal for at least 2 years.

**Licenses or Certificates:** Masters in Educational Leadership and Administration, Administrative Services Credential.

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