

Coordinator, Expanded Learning

Purpose Statement

The job of Coordinator, Expanded Learning, is done for the purpose/s of coordinating an assigned program and related activities; serves school districts as main point of contact for system of support for expanding learning providing information, implementing, and maintaining services within established guidelines and standards.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, Internal business, Student Services & Programs, Commercial Warrants, etc.) for the purpose of providing technical assistance and support for before/after school education.
- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, internal departments (i.e., District Financial, Internal Business, California Department of Education. ASES Programs Districts, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. ASES Grant Applications, ASES Grant Renewal, 21st CCLC Grant Applications and High School ASSETs Grant Application, ASES Program Plans, Expanded Learning Opportunities Program Plan Guides, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity (e.g. compliant with California Education Codes, State Audit Guidelines, and Federal Program Monitoring guidelines, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans and monitors the technical assistance provided to the recipients of state and/or federal expanded learning funding in the county/region for the purpose of submitting and monitoring an annual work plan(s) to the CDE for all programs.
- Prepares a variety of program-mandated reports (e.g. budget and financial reports to state and internal operations for ASES Program Grant and 21st CCLC Grants, etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Provides technical guidance and coordination of fiscal and program accountability for the purpose of establishing a quality improvement process and ensuring compliance with state, local and federal guidelines.
- Provides training and professional development for all state and/or federal funded expanded learning sites and districts regarding changes and accountability and fiscal processes for the purpose of building the capacity of expanded learning programs to meet all grant/program requirements defined in statute and promote high-quality programs and services as described in the Quality Standards for Expanded Learning in California.

- Researches, writes, and presents grant information for the purpose of securing alternative funding and building the capacity of grantees to support the program staff in providing quality expanded learning programs.

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; Quality Standards for Expanded Learning; characteristics and impact of high quality after school programs; grant administration; community resources; district policies and procedures; issues relating to at-risk youth; accounting practices; concepts of grammar and punctuation; business meeting etiquette; codes/laws/rules/regulations/policies; personnel administration.

ABILITY TO: build the capacity of expanded learning programs to meet all grant/program requirements defined in statute and promote high-quality programs and services; read technical information, compose a variety of documents, facilitate group discussions; schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify detailed data; problem solve independently and collaboratively; analyze issues and create action plans; adapt to changing work priorities; communicate with diverse groups; set priorities; build collaborative relationships; meet deadlines and schedules.

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: Five (5) years successful experience in K-12 education; Experience supervising or managing the implementation of before and/or after school programs in public schools; Experience planning and leading meetings, activities, and professional development; experience managing budgets and supervising staff; and

Education: Bachelors degree in education, education administration or related area; or

Equivalency: A combination of education and experience equivalent to Five (5) years successful experience in K-12 education; Experience supervising or managing the implementation of before and/or after school programs in public schools; Experience planning and leading meetings, activities, and professional development; experience managing budgets and supervising staff.

Required Testing

N/A

Certificates, Licenses, Credentials

A valid CA Administrative Services Credential
A valid CA Multiple Subject, Single Subject or
equivalent credential
A valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

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

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 045

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