

**PLEASANTON UNIFIED SCHOOL  
DISTRICT  
Job Description**

<b>Title:</b>	Expanded Learning Program Lead	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Department:</b>	Student Services/Early Learning and Expanded Care	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/08/2022	<b>Current Salary Grade:</b>	30
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Coordinator, implement a curricular Expanded Learning Program (ELO-P), based on the Quality Standards for Expanded Learning in California in consideration of individual student needs, to assist students in achieving academic, social and emotional goals. Serves as technical resource and support to Kids Club Supervisors, serves as liaison to Extended Learning Program Administrator/Coordinator. Serves as the onsite lead of the expanded learning program at the middle school.

**ESSENTIAL FUNCTIONS:**

**Technical Assistance Expanded Learning (TK-6):**

- Provides technical guidance and support of expanded learning programs resources and procedures across all Expanded Learning Kids Club sites.
- Collaborates with the program administrator in the planning of quality academic and social and emotional supports in alignment with the Quality Standards for Expanded Learning
- Conducts meetings and staff training sessions that directly affect the development, planning, coordination, and use of data as it relates to the implementation of the expanded learning program
- Assists with interviews and evaluations, as needed, for the Expanded Learning Programs staff.
- Collaborates with each school site staff including the principal, teachers, and district support staff including family liaisons and counselors to convey and receive information necessary to maintain program requirements and enrollment of eligible unduplicated students
- Reviews records and documentation for completeness and accuracy and maintains expanded learning program files related to program activity, incidents, attendance, concerns, or other related areas for assigned school site.
- Collaborates with expanded learning program stakeholders to review and recommend continuous quality improvement activities across program locations
- Participates in the preparation for local, state, and federal program reviews or audits
- Oversees snacks/meals delivery and ordering process for all Expanded Learning Sites TK-6th grade, collaborating with Nutrition Services, in accordance with Child Adult Care Food Program requirements and maintains accurate tracking of receipt and distribution of snacks/meals.
- Oversees staffing schedules and substitute staff for each site
- Assists with annual updates of program handbooks, policies, and procedures. Tracks budget

spending utilizing assigned online resources; monitor site budgets related to food, instructional supplies, STEM, summer program, and field trips; prepare and maintain related budgetary records; review budget for accuracy and balances

- Oversees additional expanded learning programs and activities such as Kids Club Summer Camps, holiday camps, field trips and special events; ensure that program requirements are met.
- Provides input in staff performance reviews as assigned.
- Facilitates Site Supervisor meetings attend District meetings (PBIS, CECC, SEED or other leadership meetings); attend workshops and conferences related to assigned activities; schedule and participate in meetings with parents as required.

#### **Expanded Learning Program- Middle School Site:**

- Plans and coordinates enrichment and extracurricular activities and special events such as intramural athletics, music, art, dance and theater.
- Assists with delivering presentations and workshops to promote expanded learning programs and services available to students, staff, and parents.
- Responsible for tracking student referrals to campus-based resources and may refer students and parents to program-related resources and services.
- Ensures accuracy of student enrollment reflected in the database, ensures state determined required percentage of unduplicated students have been offered enrollment in the program.
- Plans homework assistance for all students including unduplicated student population and monitors student progress based on achievement, attendance, and behavioral data.
- Ensures that the needs of students in the expanded learning programs are being met; coordinate the implementation of staff development training to support the instructional needs of students.

#### **OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Instructional techniques and strategies related to the program.
- Curriculum interpretation and application in program.
- Policies and objectives of assigned programs and activities.
- Organizational and State guidelines and requirements concerning the program.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Stages of child development.
- Age appropriate activities.
- Positive reinforcement techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

##### Ability to:

- Oversee the implementation of program and related activities across all program sites.
- Coordinate communications, resources and personnel to meet student needs and assure smooth and efficient program operations and activities.
- Supervise assigned personnel and provide training.
- Motivate students while maintaining control of the classroom. Interpret, apply and explain

- rules, regulations, policies and procedures.
- Follow established health and safety procedures.
  - Determine appropriate action within clearly defined guidelines.
  - Operate a variety of job-related equipment including a copier, computer, assigned software, and a two-way radio.
  - Organize and prioritize work to meet deadlines, timelines and schedules.
  - Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Associate degree in related field required, BA preferred from an accredited college or university and (12) ECE core units AND six units in Administration and Supervision

Experience: Minimum of two (2) years as supervisor of after school/Out of School Time program.

Required licenses, certificates, continuing education, training and other requirements:

- Valid CPR/First Aid Certificate issued by an authorized agency within a designated probationary period.
- Valid California driver's license.
- ServSafe Certification

**DESIRABLE QUALIFICATIONS:**

- Supervisory experience preferred.

**WORKING CONDITIONS:**

Environment: Indoor/outdoor/classroom environment. Fast-paced environment with changing priorities. The job is performed under temperature variation.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 20% sitting, 40% walking and 40% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

**OTHER:**

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice Fingerprint/Background ClearanceHealth Screening Clearance

- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- State Mandated Training
- Negative TB screening
- Official transcripts of required units

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*