

	POSITION DESCRIPTION
Title: Director, Expanded Learning Programs (ELOPP)	(Temporary Position, Grant Funded)
Department: Educational Services	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 223
Reports to: Assistant Superintendent, Educational Services	Board Approval Date: October 26, 2022

Salary Grade: Range 27 - Certificated Scheduled Management Salary Schedule

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, the Director of the Expanded Learning Opportunity Program is responsible for developing and implementing supplemental extended learning programs, including after school programs and summer school across Santa Rosa City School District for grades TK-12. The ELOP Director is responsible for academic, social and emotional elements of these programs, ensuring they directly support students’ needs and academic progress, including curriculum and program planning, recruitment of students, staffing, coordination of transportation, staff training and professional development, observation of programs and feedback on their effectiveness. The Director will ensure Fall, Winter, Spring, and Summer intercessions are developed and implemented with age-appropriate, standards-aligned programs for students including instructional interventions, homework assistance, recreational and structured play, and related enrichment opportunities.

Essential Job Functions include, but are not limited to the following:

- Oversees the development, organization and implementation of after school, summer school programs and extended learning to increase student achievement, mastery of California State Standards, as well as social and emotional skills.
- Develops age-appropriate programs and activities for students in grades TK-12 including literacy enrichment, instructional interventions, homework assistance, meal time, recreational and structured play, enrichment activities (i.e. music, robotics, clubs, etc.) and organize special events
- Provides leadership, supervision and accountability for extended learning programs, including enrollment, curriculum, assessment, behavior management and staffing
- Responsible for collaboratively working with and overseeing the District Childcare and After School Education and Safety Program (ASES).

- Meets regularly with staff to discuss and address priorities, including critical concerns; assures that goals are clearly defined and achieved
- Coordinates extended learning opportunities with community partners; addresses how to best support school and district leadership in building connections between the individual school sites, the community, and community partners to effectively develop and implement the identified programs
- Develops communication and support sites with information to the school community about extended learning opportunities to ensure robust outreach and high participation rates
- Implements and maintains services through establishing guidelines and standards using measurable outcomes; uses academic and operational data to drive continuous improvement in program effectiveness
- Ensures program compliance with all applicable district wide policies and procedures, state and federal laws and regulations, including funding allocations, and standards of quality and safety
- Responsible for reporting related to the Expanded Learning Opportunities grant funding as required by the state and to the SRCS school board, including specialized reports, surveys and other descriptive information for review and distribution, as appropriate
- Interprets policies, procedures, laws and regulations for staff and parents as necessary
- In collaboration with the CBO and principals, develops the Expanded Learning Opportunities budget and monitors expenditures and attendance earnings to ensure adequate grant funding; facilitates submittal for state and federal grant funding
- Ensures accurate attendance records and generates compliance related data, as needed
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position
- Performs other related duties as assigned or directed

Education and Experience:

- Bachelor's degree in Education or related field
- Master's degree or higher desirable
- Five years experience working with Extended Learning programs OR an equivalent combination of education, training and experience
- Leadership experience in public K-12 education strongly preferred
- Bilingual/Biliterate (Spanish) desirable

Knowledge of:

- California State Standards, 21st Century Skills and highly effective instructional practices
- Educational research and evidence-based programs and initiatives
- Research-based student behavior intervention practices
- Student engagement strategies
- Family engagement strategies
- Technology integration and learning supports
- Effective training and coaching strategies

Ability to:

- Coordinate a wide variety of diverse project activities and services
- Clearly and effectively communicate with a variety of audiences
- Clearly express information in written formats
- Establish and maintain positive relationships with school, district and the community
- Act in a professional and positive manner
- Use tact, patience and courtesy
- Provide leadership with respect to the implementation of Board-adopted policies and the Strategic Plan