

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXPANDED LEARNING PROGRAM SPECIALIST

BASIC FUNCTION:

The job of the Expanded Learning Program Specialist is for the purpose of developing and implementing expanded learning programs district-wide; assist in the coordination of site level academic enrichment programs that support academic achievement; assist in the development of professional development opportunities for the expanded learning staff, and provide individualized coaching to staff as necessary.

This position reports directly to the Executive Director, Early Education & Expanded Learning, and differs from the Extended Program Supervisor, which is directly responsible for the supervision of the district's Extended School Program. The Expanded Learning Program Specialist assists in the development and implementation of academic enrichment programs that support learning during the regular school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collaborates with a variety of individuals and groups (e.g. Project advisory group, evaluator, program staff, etc.) for the purpose of assessing and ensuring continuous program improvement.

Conducts staff orientation and training sessions (e.g. Emergency response, procedures and policies, skill building, etc.) for the purpose of ensuring compliance with program requirements and improving service delivery.

Implements after school enrichment programs (e.g. Academic, social, cultural, arts/recreation, etc.) for the purpose of anticipating, evaluating and responding to the participant needs.

Prepares a variety of manual and electronic materials (e.g. calendars/schedules, attendance data, weekly programs and objectives, etc.) for the purpose of providing information and/or written documentation.

Maintains a variety of manual and electronic documents, files and records (e.g. Attendance, activities, budget, etc.) for the purpose of providing up-to-date reference and audit trail for compliance with WSD, local, state and federal regulations.

Monitors assigned program activities for the purpose of coordinating activities to ensure compliance with established financial, legal and/or administrative requirements.

Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.

Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Serves as a liaison to parents, schools, and the community for the purpose of facilitating communication, coordinating activities and/or developing programs and activities for sites.

Operates a computer and assigned software.

Drives to various sites to conduct work.

CLASSIFICATION STATEMENT – EXPANDED LEARNING PROGRAM SPECIALIST

Page 2

Attends a variety of meetings, conferences and other gatherings; receives and provides information, discusses, responds to questions, issues and complaints related to the Expanded Learning Program.

OTHER REPRESENTATIVE DUTIES:

Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping and report preparation techniques.

Basic math, including calculations using fractions, percentiles and/or ratios.

Analyzing situations to define issues and draw conclusions.

ABILITY TO:

Schedule activities, meetings and/or events.

Learn quickly and adjust to changing conditions.

Write effectively and prepare and present clear, concise reports.

Establish and maintain cooperative and effective working relationships with others contacted in the course of employment.

Travel quickly and safely between school sites and other locations in the performance of assigned duties and responsibilities.

Work independently with a minimum of supervision and direction.

Prioritize and identify needs and solve problems independently as appropriate.

Work confidentially, with discretion and work effectively in a multi-cultural setting.

CLASSIFICATION STATEMENT – EXPANDED LEARNING PROGRAM SPECIALIST

Page 3

ORGANIZATIONAL RELATIONSHIPS:

- Supervision: Reports to and receives direction from the Executive Director, Early Education and Expanded Learning.
- Internal Contacts: Continuing contact with children enrolled in the District's Expanded Learning Program, other program staff members, as well as frequent contact with school-site and District office personnel at all levels.
- External Contacts: Continuing contact with parents; some contact with outside agency representatives and members of the public.
-

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general professional journals and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, parents and the public.

EDUCATION AND EXPERIENCE:

- Education:** A four-year degree from an accredited or approved college or university with a major emphasis in education or early childhood education, including a minimum of twenty-four (24) college semester units in early childhood education or child development.
- Experience:** At least (2) years of experience with increasing levels of responsibility in a licensed childcare and development or recreation program.
-

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee is sometimes required to stand, walk, climb or balance, and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds and occasionally lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Americans with Disabilities Act:

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Driver's License and a reliable motor vehicle for personal transportation.

CLASSIFICATION STATEMENT – EXPANDED LEARNING PROGRAM SPECIALIST

Page 4

The possession of a valid First-aid Certificate, or the completion of the Westminster School District basic first-aid training program, within three (3) months of employment in the classification.

The possession of or the securing of a valid CPR Certificate, or the completion of the Westminster School District training program, within three (3) months of employment in this classification.

APPROVED BY: Personnel Commission
APPROVED BY: Board of Trustees

DATE: 10/21/14
DATE: 11/13/14