



JOB DESCRIPTION

Position Code: 431
Classified Group: CSEA
Salary Range: 30
Work Calendar: 001
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POSITION TITLE: Expanded Learning Programs Site Facilitator

DEFINITION: Under general supervision, responsible for supporting the daily operations of expanded learning programs for grades TK-12 of an assigned school site; provides technical assistance to assist with the delivery of expanded learning programs, community engagement and developing community partnerships.

DIRECTLY RESPONSIBLE TO: Supervisor, Expanded Learning Programs

SUPERVISION OVER: Volunteer groups, as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provides technical guidance and support of expanded learning programs resources and procedures for assigned school site.
2. Provides support to students for expanded learning programs by maintaining program schedules, homework assistance, enrichment activities, recreation activities, snack/meal distribution, and other program related activities.
3. Promotes expanded learning program and provides parents or guardians with information related to expanded learning programs.
4. Communicates with parents, staff, and others to provide information related to expanded learning program activities, student progress, program enrollment, attendance, or related concerns.
5. Collaborates with program and district staff to recommend site expanded learning program activities and ensures alignment with established program requirements and school-wide supports and policies.
6. Responsible for tracking student referrals to community-based resources and may refer students and parents to program-related resources and services.
7. Responsible for ensuring compliance with expanded learning program policies and procedures at an assigned school site.
8. Responsible for overseeing students participating in expanded learning programs and ensures school-site and district safety protocols are followed for assigned school site.
9. Maintains and updates community resource network information and provides referrals for services and resources to students and parents.
10. Assists with delivering presentations and workshops to promote expanded learning programs and services available to students, staff, and parents.
11. Conducts parent/family orientations and promotes parent/family participation in related activities and/or events for assigned school site.
12. 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.
13. Responsible for the accuracy and tracking of attendance data entry into expanded learning program database.

14. Collaborates with expanded learning program stakeholders to review and recommend continuous quality improvement activities at an assigned school site.
15. Maintains an inventory of program related supplies and submits orders to purchase additional supplies within the allocated budget.
16. May provide information and recommendations to assist with the development and evaluation of expanded learning program strategies.
17. May oversee volunteers assigned to support expanded learning program activities for assigned school site.
18. Participates in the preparation for local, state, and federal program reviews or audits.
19. Oversees snacks/meals delivery and ordering process, collaborating with Nutrition Services, in accordance with Child Adult Care Food Program requirements and maintains accurate tracking of receipt and distribution of snacks/meals.
20. Performs other duties as required.

QUALIFICATIONS:

Education and Experience:

Education equivalent to graduation from a two-year college, preferably in a human services field, and related work experience which demonstrates the ability to perform the duties of the position. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Knowledge, Skills, and Abilities:

- Knowledge of laws, rules, regulations, policies and procedures applicable to expanded learning programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in the use of computers and associated software programs
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, parents, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to read, understand, interpret and explain policies and procedures related to expanded learning programs
- Ability to maintain consistent, punctual, and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print

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- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operates office equipment requiring repetitive hand movement and fine coordination
- Transport, move, and lift objects and program supplies weighing up to 25 pounds with assistance

Other Characteristics:

- Ability to work additional hours and attend evening meetings on occasion
- Ability to travel locally to attend conferences/seminars and other events periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/19/2022