



## JOB DESCRIPTION

**Position Code:** 433  
**Classified Group:** SJSA  
**Salary Range:** A-30  
**Work Calendar:** 001  
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**POSITION TITLE:** Supervisor, Expanded Learning Programs

**DEFINITION:** Under direction, plans, develops, coordinates, and supervises expanded learning programs and grants involving administration, staff, parents, students in grades TK-12, regional teams, funding sources and the community within district attendance boundaries.

**DIRECTLY RESPONSIBLE TO:** Manager, Expanded Learning and Prevention Programs

**SUPERVISION OVER:** Classified staff 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. Collaborates with site administrators, program staff, parent groups, and community leaders and businesses to develop, coordinate, and evaluate program services and resources.
2. Provides technical planning and direction to oversee the implementation and coordination of all expanded learning and grant activities, as assigned.
3. Responsible for supporting, developing, and revising program activity plans and ensures quality academic support, enrichment activities, and recreational activities for expanded learning programs, as assigned.
4. Supervises, trains, and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
5. Identifies and reviews staffing needs, ensuring student to staff ratios are met, with department management and participates in the interview and selection process of candidates.
6. Prepares a variety of reports and maintains accurate records related to assigned staff and areas of responsibility.
7. Responsible for the marketing and promotion of supervised expanded learning programs district-wide and throughout the surrounding communities of the district.
8. Assists with developing annual program budget estimates and continuously monitors individual program and grant budgets.
9. Performs program assessments and site observations to evaluate the effectiveness of expanded learning programs, grants, and related activities and provides recommendations for process improvements to management.
10. Develops and supervises in-service instruction for staff and volunteers on program objectives and procedures.
11. Conducts program enrollment process.
12. Ensures accurate program attendance reporting.
13. Provides leadership in organizing, coordinating, conducting, and evaluating assigned special events, workshops, conferences, and forums.
14. Collects statistics and related data for program evaluation.
15. Gathers data and researches information for proposals for the creation and coordination of new and revised programs and program plans.
16. Provides information and assists in developing strategies for effective utilization of funding.
17. Schedules and leads staff meetings.

18. Facilitates and leads one-on-one or group meetings with individuals, staff, or community agencies impacted by expanded learning program services.
19. Attends advisory committee, council meetings, and board meetings, as required.
20. Serves as a representative of assigned regional team on steering committees and attends program related conferences and workshops.
21. Serves as a program liaison to meet with district staff, students, parents, community agencies and partners to convey applicable information, needs, interests, and concerns.
22. May assist management with routine and special projects including compliance reviews.
23. Ensures snack/meal process for expanded learning programs is conducted according to Child Adult Care Food Program requirements including facility reviews, accurate snack delivery tracking reports, submission of monthly claims, staff training, and preparation for administrative reviews.
24. Performs related work as required.

**QUALIFICATIONS:**

Education and Experience:

Graduation from an accredited four-year college or university with major course work preferred in social work, counseling, human services, sociology, psychology, education, or a closely related field. Experience in student/community education, substance abuse prevention expanded learning programs, experience in planning and implementing programs and services for students, staff and families or other related experience which demonstrates the ability to perform the duties of the position may be substituted for up to two years of the required education for a year-for-year basis.

Knowledge, Skills, and Abilities:

- Knowledge of rules, regulations, laws and applicable education code provisions relating to expanded learning programs
- Knowledge of community resources
- Experience in enrichment, academic support, and recreation facilitation with children or adolescents
- Ability to supervise and coordinate multi-site activities
- Ability to prepare and present oral and written reports, clearly and concisely
- Ability to give direction and explain procedures and expectations clearly
- Ability to supervise, evaluate and assess the work of subordinate employees
- Ability to analyze unfamiliar situations and problems and take appropriate action with tact and diplomacy
- Ability to establish priorities and deadlines and plan work with only overall objectives defined
- Ability to establish and maintain effective working relationships with administration, staff, community members and other groups
- Ability to read and understand state and federal guidelines, program requirements, and written reports
- Ability to compile and analyze information and prepare reports

**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
- 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

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