



## JOB DESCRIPTION

**Position Code:** 432  
**Classified Group:** CSEA  
**Salary Range:** 35  
**Work Calendar:** 001  
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**POSITION TITLE:** Expanded Learning Programs Specialist

**DEFINITION:** Under general supervision, provides technical support and guidance to site administration, staff, parents, and students in grades TK-12 for expanded learning programs and related services; responsible for developing and supporting community partnerships and expanding resources and services for the expanded learning programs; may be assigned to a specific region or regional team within district attendance boundaries.

**DIRECTLY RESPONSIBLE TO:** Supervisor, Expanded Learning Programs

**SUPERVISION OVER:** N/A

**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. Engages with students, parents, and applicable staff regarding attendance, behavior and other issues occurring in the expanded learning programs.
2. Assists with making referrals to community-based resources and may refer students and parents to program-related resources and services.
3. Responsible for organizing volunteers to assist in providing expanded learning program services and resources to students and parents.
4. Responsible for developing and expanding network of partnerships and community resources to support expanded learning programs.
5. Provides coaching and technical assistance to site facilitators, program assistants, and recreation aides, as assigned.
6. Responsible for maintaining and generating records and reports documenting expanded learning program activity for assigned areas of responsibility.
7. Reviews site activity plans, conducts site observations, and provides technical assistance with developing strategies to ensure program activities meet grant requirements.
8. Supports with the implementation of expanded learning program at the program and district-wide levels.
9. Develops and reviews program activity plans, program materials and guidelines, and makes recommendations for district, school-site, and/or regional implementation.
10. Assists with training staff on expanded learning program procedures, requirements and quality standards, as assigned.
11. Facilitates presentations and workshops to promote expanded learning programs and services available to students, staff, parents, and the community.
12. Ensures quality academic support, enrichment and/or recreational activities for expanded learning programs.
13. Supports and monitors program enrollment, attendance tracking, program site budgets, and other required paperwork for expanded learning programs.
14. Assists with evaluating expanded learning program effectiveness and performs program assessments and site observations, as assigned.
15. May substitute in expanded learning programs to ensure required staff/student ratios are met, as needed.

16. Assists in providing feedback and recommendations for the development of grant program plan design for expanded learning programs.
17. Reviews program supply orders and expenditures to ensure program grant funding is utilized in accordance with applicable regulations and requirements.
18. Assists with advertising and promoting expanded learning program resources and services available to students.
19. Collaborates with law enforcement agencies, parks and recreation department, community-based organizations, and local businesses to develop partnerships for expanded learning opportunities for students.
20. Attends district, regional, or school-site planning meetings, conferences, or workshops related to expanded learning programs.
21. May conduct student and family interviews/meetings for focus groups to evaluate the effectiveness of implemented programs, as needed.
22. May assist program staff in meeting with students and families to address student behavior, enrollment, or attendance issues.
23. Assists supervisor to ensure snack/meal process in expanded learning programs is conducted according to Child Adult Care Food Program requirements including facility reviews, accurate snack delivery tracking reports, staff training, and preparation for administrative reviews.
24. Performs other duties 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; previous experience with expanded learning programs and services is preferred; Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

##### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

##### 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 of data collection practices and report writing techniques
- 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 analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines

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- Ability to read, understand, interpret and explain policies and procedures related to expanded learning programs
- Ability to maintain consistent, punctual, and regular attendance
- 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