

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATOR OF EXTENDED LEARNING OPPORTUNITIES

36-month position

July 1, 2021 to June 30, 2024

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Superintendent and Assistant Superintendent, provides direction to school site leadership and contributes to the building of systems and supports that increase student achievement and mitigate learning loss due to COVID across all schools in the Dinuba Unified School District.

ESSENTIAL JOB FUNCTIONS:

- Cooperates with other staff to accomplish the District's priorities and expectations
- Enhances the instructional leadership capacity of site administrators in monitoring and improving attendance, multi-tiered systems of support (MTSS), positive behavioral interventions and supports (PBIS), and school climate relative to student success and mitigating learning loss.
- Supports site administrators in developing school communities that meet the diverse cultural and social/emotional learning needs of each student.
- Provides on-going professional learning opportunities for aspiring administrators.
- Assists in the preparation of Board Agenda Items as necessary for assigned position and/or present presentations for the Governing Board as requested by Superintendent.
- Supports Personnel and Health departments in tracing staff and student infection tracing.
- Plans and prepares information for parents, community and staff in relation to COVID-19.
- Plans, prepares and implements educational options under changing conditions due to COVID19.
- Is knowledgeable about all the resources available across the district to coordinate a cohesive plan for students to be successful (LLM, LCAP, Categoryicals)
- Plans, implements and evaluates plans for returning students to school sites.
 - o Coordinates with Health, Transportation, Facilities, Nutrition Services
- Plans, implements and evaluates the DUSD Multi-Tiered Re-Engagement Plan
 - o Supports sites in the Site Re-Engagement Team and Plan
 - o Utilizes Multi-Tiered Re-Engagement Referral Form
- Plans, implements and evaluates academic programs for students.
 - o Creates, develops and determines effectiveness of LLM Interventions
 - o Assists sites with LLM Intervention implementation and options
 - o Coordinates with Technology department to resolve issues
- Plans, implements and evaluates safety education programs in regards to COVID -19 for staff and students.
 - o Assists Facilities and Grounds departments in regulations as pertaining to COVID-19 □
Performs related duties as assigned.
- Plans, implements and evaluates safety education programs in regards to COVID-19 for staff and students.
- Monitor, support and oversee School Safety Plans for site and district.
- Assist with student attendance as part of the re-engagement; SART (Student Attendance Review Team).

EMPLOYMENT STANDARDS:

- Ability to understand and interpret laws, rules, and regulations relating to COVID-19

- Ability to plan, organize, coordinate and direct the District's Learning Loss Mitigation
- Ability to counsel and advise management and all levels of staff in sensitive issues and courses of action
- Ability to communicate orally and in writing with large and small audiences
- Ability to administer assigned programs within timelines and utilize resources effectively
- Assists in proposals for waivers and other necessary documentation in regards to COVID-19
- Monitor and oversee systems and processes for COVID-19 Safety efforts, including the site Safety Implementation teams
- Monitor and oversee SART (Student Attendance Review Team) systems and processes as part of student re-engagement.
- Performs other duties as required.

KNOWLEDGE OF:

- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- Modern office management and procedures

SKILL AND ABILITY TO:

- Coordinates and works with professional staff, parents, and community groups
- Communicates effectively both orally and in writing
- Establishes and maintains effective working relationships with the staff and the public
- Interprets, applies and explains rules, regulations, policies and procedures
- Meets schedules and timelines
- Works independently with little direction
- Plans and organizes work
- Prepares comprehensive narrative and statistical reports
- Supervises and evaluates the performance of assigned staff
- Operates and uses district business systems and equipment

PHYSICAL FUNCTIONS:

- Sits and stands for extended periods of time
- Reaches in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 pounds
- Bends, twists, kneels and stoops
- Writes legible reports
- Reads notes, memos and printed material
- Speaks clearly and communicates effectively

EDUCATION AND EXPERIENCE:

- MA Credential in Education from an accredited university or college.
- Three (3) to five (5) years increasingly responsible management experience preferred
- Four (4) years teaching experience in a variety of grade levels/subjects preferred

WORK YEAR:

- 226 work days