

## **Director, Expanded Learning**

### **Purpose Statement**

The job of Director, Expanded Learning is responsible for directing and supporting the Expanded Learning department, programs and related comprehensive strategies, providing information and serving as a resource, and achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

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### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

### **Representative Duties**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

### **Essential Functions**

- Directs and supervises the staff of the Expanded Learning department at SDCOE including oversight of the System of Support for Expanded Learning, and technical assistance and grant compliance guidance for expanded learning program grantees, programs, and school districts to ensure high-quality programming and grant compliance.
- Provides technical assistance to SDCOE expanded learning programs that are selected for the Federal Program Management and/or auditing process.
- Formulates and develops operational policies and procedures for assigned program activities, and monitors activities to assure compliance.
- Directs the administrative practices and procedures related to department planning and implementation, budget planning, and evaluation.
- Serves as a liaison between SDCOE and other counties, school districts and charters, community-based organizations, colleges and universities, and the California Department of Education, in dealing with the operating policies, rules and procedures for effective Expanded Learning programs; and the distribution of materials to interested audiences as appropriate.
- Directs and monitors the preparation and maintenance of a variety of technical and complex records and reports required by the California Department of Education.
- Identifies compliance issues and assists in their resolution; promotes awareness of needs met by program elements.
- Develops, coordinates, and assesses related instructional programs.
- Visits sites to observe, evaluate, and provide training related to the assigned programs, and provides technical support and assistance to SDCOE, local districts, and charter schools.

- Collaborates with key stakeholders (SDCOE teams, students, families, school staff and community members) to support the implementation of the Community Schools strategy.
- Provides training and technical assistance to ensure cultural and linguistic appropriateness of services, programs, and communication efforts.
- Supervises and evaluates certificated and classified staff (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing staff development opportunities, etc.) maintaining adequate staffing needs, enhancing productivity of personnel and achieving department objectives.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities:**

##### KNOWLEDGE OF:

Human centered and socially conscious leadership;  
 Federal, state, and county laws, codes, regulations, and requirements pertaining to expanded learning programs: Expanded Learning Opportunities Program (ELO-P), After School Education & Safety (ASES) Program, After School Safety and Enrichment for Teens (ASSETs), 21st Century Community Learning Centers, and Expanded Learning Statewide Quality Standards;  
 Continuous Quality Improvement process;  
 Principles and methods of finance and budget/grant administration;  
 California Ed Code relevant to Expanded Learning Programs;  
 California Local Control Funding Formula (LCFF), and California Local Control Accountability Plan (LCAP);  
 Principles and practices of program management, budgeting, evaluation, data collection and analysis, record-keeping, and reporting;  
 Concepts of grammar and punctuation;  
 Practicing cultural competency while working collaboratively with diverse groups and individuals;  
 Instructional practices and techniques.

##### ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
 Practice cultural competency while working collaboratively with diverse groups and individuals;  
 Interpret, apply and explain codes, rules, regulations, policies and procedures;  
 Analyze and evaluate information to make critical decisions;  
 Understand and ensure compliance with relevant laws and regulations;  
 Engage individuals and groups in effective dialogue to achieve program goals; Set priorities;  
 Communicate effectively both orally and in writing;  
 Meet deadlines and schedules;  
 Supervise and evaluate the performance of assigned personnel;  
 Model empathy and sensitivity while working collaboratively with diverse groups and individuals.

## Working Environment

### ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

### PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

## Education and Experience

Education: A Master's degree in education, public administration, or related field; and

Experience: At least five (5) years of experience in public education administration and/or expanded learning program administration providing oversight, training, and technical assistance, including two years (2) of experience in a supervisory capacity; or

Equivalency: A combination of education and experience equivalent to a master's degree in education, public administration, or related field and at least five (5) years of experience in public education administration and/or expanded learning program administration providing oversight, training, and technical assistance, including two years (2) of experience in a supervisory capacity.

### Required Testing

N/A

### Certificates, Credentials, Licenses

Valid CA Administrative Service Credential

Valid CA Driver's License

### Continuing Educ./Training

As needed to maintain required certificates.

### Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Certificated Management, Grade 050

Approval Date: October 25, 2021

Approved by: 

Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

Revised: 11/2023