

Job Title: **Manager, Extended Learning**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **05021G**
 FLSA Status: **Ex – P**
 Pay Range: **L 12**

SUMMARY: This position is responsible for leading the Office of Extended Learning, within the Department of Student Engagement Initiatives, in project implementation of extended learning programs across multiple schools. Responsible for securing and overseeing millions of dollars in grant funds. Develop and implement strategies focused on ensuring financial, programmatic, and operational sustainability. Collaborate with leaders in other District departments to support students in the Extended Learning program. Responsible for leading and coaching the Extended Learning team, while ensuring employees are compliant with various district and grant policies and procedures. On-call after hours (Monday – Friday and occasionally on Saturdays) as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for the vision, leadership, and management of the Office of Extended Learning to ensure successful project implementation and consistency across multiple sites. Accountable for knowing Colorado Department of Education (CDE), Federal, and State regulations/guidelines related to program operations and best practices in out-of-school-time programming and positive youth development. Create, update, and oversee implementation of policies, procedures, and operations to ensure program elements are aligned to the school day and compliant with funding requirements. Includes setting benchmarks of success to measure steady and gainful progress of all stated program goals and objectives; creating and managing evaluation tools to track progress toward program goals; directing implementation of data collection, program evaluation, and submission. Orchestrate funder site visits; participate in required funder trainings; and disseminate training to staff. Oversee program audits. Take appropriate timely action in response to benchmarks that are not met.	D	30%
2. Manage after school program sites including hiring, supervising, and scheduling staff. Develop, manage, and deliver high quality and on-going training for staff including orientations, handbook review, changes in policy and/or procedures, event trainings, and best practice. Facilitate weekly site director meetings. Responsible for interviewing, hiring, assigning and directing work, disciplining, and evaluating employees. Serve as a leader and coach to employees on the Extended Learning team. Investigates student and staff conduct. Responsible for the resolution of staff and operational complaints including enlisting the assistance of the district legal counsel when necessary. On-call after hours (Monday – Friday and occasionally on Saturdays) as needed.	D	15%
3. Responsible for budget and contract oversight. Review and approve grant requisitions and budget revisions to ensure expenditures are within the approved budget allocation, are allowable, and meet any compliance parameters. Verify services are being performed. Collect and review required performance reports from service providers to verify they are submitting timely high quality information and their services are positively impacting program goals. Develop, monitor, and maintain multiple budgets and grants. Coordinate purchasing by creating MOU's, service agreements, and contracts with community partners and vendors. Collaborate with finance department to complete monthly budget reconciliation.	W	10%
4. Solely responsible for the acquisition of various local, state, federal, and foundation grants to fund the Extended Learning Department. Anticipate the need for funding that supports high-quality CCLC programs throughout the District. Research and stay up-to-date with industry trends, as well as new and existing grant opportunities. Exhibit persistence in competing for funding opportunities. Manage all aspects of the grant application process, while ensuring accurate and timely applications are submitted.	M	10%
5. Research, synthesize, recommend, and implement programmatic and system improvements to extended learning program sites to ensure high quality services. Create programming and identify/invite eligible student participants. Plan daily schedule and student activities. Collaborate with Learning Services Content Coordinators and district leadership to create, update, and oversee	W	5%

project implementation ensuring program elements are in alignment to the school day, are consistent district-wide, reflect positive youth development, and are inclusive to all participants.		
6. Market program and events to staff, parents, and host administrators. Plan and execute monthly parent engagement events. Cultivate community involvement in and sustainability of extended learning programs. Duties involve facilitating advisory committees, recruiting volunteers, community partners, seeking federal, state and private funding sources for program sustainability. Represent the district and department as needed on community and state boards and committees.	W	5%
7. Responsible for collecting and evaluating data to evaluate program and event effectiveness and implement improvements as necessary. Provide on-going support to the district including, but not limited to creating and presenting funding, progress and evaluation reports, presentations, meeting agendas and processes/procedures. Assist in the development and implementation of strategic plans related to extended learning opportunities across the district. Serve on the Department of Student Engagement Initiatives Leadership Team to ensure coordinated effort to meet the mission, vision, values, and goals.	M	5%
8. Responsible for monitoring various grants (totaling a few million dollars - annually) for compliance with state, federal, grant, and district regulations and policies. Responsible for approving and ensuring grant requisitions and expenditures are within the approved budget allocation, ensure grant compliance, and confirm that services are being performed in-line with funding guidelines. Take appropriate action in response to contractual issues. Manage CCLC program operations ensuring grant compliance with state and federal laws/regulations, including employee time and effort.	M	5%
9. Responsible for the selection, procurement, management, tracking, inventory, and distribution of various instructional and student enrichment resources (including but not limited to science kits and math materials) for nine sites within the District.	Q	5%
10. Maintain communication and good working relationships with leaders in other departments to ensure the health and safety of students in the extended learning program. Work with the Transportation Department leadership to develop/adjust routes. Collaborate in training and coaching bus drivers on department protocol and best practices for program participants. Ensure correct after-hours protocols are communicated and followed. Coordinates with health services to ensure employees are trained in medication delegation. Creates and adjusts schedules to ensure there is always someone capable of executing medication delegation for students.	W	5%
11. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university in counseling, social work, psychology, sociology, education or related field.
- Master’s degree from an accredited college or university in education or youth development required. Five (5) additional years of experience working in these areas may be substituted for this requirement.
- Minimum of five (5) years of experience successfully managing a project and/or after school programs.
- Minimum of five (5) years of experience working closely with community partnerships and collaborations. Experience working with school districts is preferred.
- Minimum of two (2) years of experience in grant acquisition and/or fiscal management. Non-profit fundraising experience may also be considered to fulfill this requirement.
- Experience in supervising extended learning programs is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district locations.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to work on-call and respond to emergencies.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong leadership skills.
- Ability to work with and value youth and families in all aspects.
- Excellent oral and written communication, interpersonal and analytical skills, including community development and facilitation skills.
- Demonstrated ability to work effectively as part of a team.
- Excellent organizational and time management skills.
- Ability to manage multiple priorities
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Student Engagement Initiatives	50302

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	CCLC Site Directors	10-15	120530
	Extended Learning Teachers	10-15	CCLCTE
	Extended Learning Coordinator	1	05021C

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating. In addition to direct reports, collaborates in the evaluations of Site Aides.
- Responsible for supervising the behavior and well-being of students in the program.
- Ability to create, manage, and analyze multiple budgets. Solely responsible for the administration of the Extended Learning Department budget.
- Solely responsible for the management of department grants (totaling a few million dollars annually).

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	