

Job Description

Job Title: **Extended Learning Coordinator**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **January 2024**

Job Code: **05021C**
 FLSA Status: **Exempt**
 Pay Range: **L07**
 Work Year: **11 months**

SUMMARY: The Extended Learning Coordinator is responsible for developing, coordinating, and aligning extended learning programming and activities for eligible and invited students. Offers support and training to Office of Extended Learning staff. Responsible for department hiring, program orientation, and time and labor tasks. Completes and oversees various reporting functions for grant funding and state compliance.

Note: Position is dependent on grant funding or discretionary allocation of supplementary program funding and therefore should be considered temporary and without guarantee of sustainability for any on-going period of time.

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. Support CCLC Site Directors, throughout the District, by monitoring, guiding, coaching, and ensuring directors provide appropriate programming and activities at their sites. Ensure correct academic and behavioral data is used to identify eligible program participants. Collaborate with classroom teachers to identify students eligible for placement in after-school and/or other intervention programs. Assist and support Site Directors with scheduling after school programming and other extended learning activities for invited students in multiple locations/sites. Conduct site visits to ensure program best practices are adhered to. Frequently covers sites for CCLC Directors and/or other extended learning staff. Be available after hours to assist in resolving any escalated matters concerning students.	D	20%
2. Responsible for hiring tasks, for the Office of Extended Learning, including posting job requisition requests in the applicant tracking system (ATS), screening applications, verifying qualifications, selecting and scheduling candidates for interviews, and leading interviews. Ensures interview documentation is retained and uploaded to the ATS. Communicate outcome to all interviewees and makes job offers to selected candidates.	W	20%
3. Responsible for managing time and labor tasks for the Office of Extended Learning. On a weekly basis, review and approve exceptions for all CCLC staff. Verify, in the district information technology system, employee hours are correct, while fixing any identified errors. Collect, review, and submit to Payroll Supplemental payment forms for staff not in time and labor. Submits appropriate time and labor reports within payroll deadlines.	D	10%
4. Train, coach, and onboard directors and support staff within the Office of Extended Learning. Responsible for providing department orientation to new employees. Schedule CPR, Medication Delegation, and first aid training for all Extended Learning employees. Update various databases and spreadsheets to track training, compliance, and recertification. Identify and verify students with complex medical needs are covered by delegated staff.	D	10%
5. Assist with collection and reporting of data, through use of district information technology systems, and relevant evaluation information for extended learning programs and/or to meet specific grant requirements. Serve as the point of contact for EZ reports for the Colorado Department of Education system. Report student and family attendance, hours, schedule, and activities as required for grant funding and state compliance. Perform quality assurance analysis to verify CCLC Directors are accurately reporting student registration, attendance, and schedules of activities and partnership events. Assist and train directors with developing schedules, as needed.	D	10%

6.	Coordinate with certified staff and supervise classified staff involved in the implementation of extended learning programs, interventions, and activities focused on positive youth development. Ensure programming for vulnerable youth that incorporate Multi-Tiered Systems of Support (MTSS) and Social Emotion Learning (SEL) to address academic and behavioral needs. Connect directors to other district resources. Conduct and/or assist with assessments of student needs including academic, social, career interest, life-skill, mental health, and minimization of risk factors.	W	10%
7.	Provide department specific presentations to other district departments as needed. Represent PEAK program on internal/external committees.	A	5%
8.	Complete, manage, and maintain administrative and state required records and/or reports. Administrative records include but are not limited to, enrollment forms, student conduct forms, medication administration and injury/accident/lost child reports. Use district P-card to purchase supplies as needed and submit appropriate documentation, as required by the Finance Department. Complete grant requisitions, while adhering to grant goals and compliance. Responsible for the contracted enrichment process, which includes ensuring vendors are approved, contracts are completed, and invoices are submitted, per district policy.	W	5%
9.	Support directors in identifying programming for participants. Create curriculum for programs aimed toward student and family participation, focusing on meaningful parent involvement, which directors use within their buildings. Develop recruitment and information materials for family engagement and community events. Recruit families to participate in programs. Coordinate and/or conduct parenting classes/workshops/information sessions for parents. Track and maintain family engagement activities and attendance for grant compliance reports.	M	5%
10.	Perform other duties as assigned.	Ongoing	5%
TOTAL			100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in counseling, social work, psychology, sociology, education, or related field.
- Minimum of three (3) years of experience in student placement and management of supplementary education programming.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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.
- Counseling and group facilitation skills
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of issues related to children/youth at risk of school failure
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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 common office computer applications and technology including the internet and websites.
- 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:	Manager, Extended Learning	05021G

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has not direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of child/youth participants when conducting program activities and/or whenever in contact with students.
- Responsible for interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems for department staff.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Accountable to extended learning manager to assure allowable and appropriate use/expenditures of grant funds, other funds, and resources designated for program support.

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				
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)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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