

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION POSITION

POSITION TITLE: Expanded Learning Programs Coordinator (ELO-P Grant Funded)

DEPARTMENT/DIVISION: Continuous Improvement, State & Federal Programs

POSITION SUMMARY: Under the direction of the Associate Superintendent for Educational Services and the Director of Continuous Improvement, State & Federal Programs, this position will support the implementation of extended programs to promote and support students' academic and social-emotional needs. This position will evaluate the quality of before-school, after-school, and summer programs and ensure compliance with federal and state evaluation requirements and categorical program monitoring. This position will communicate and integrate programs effectively with other programs within TUSD, write grants for additional funding, and assist in the collection, interpretation, and analysis of data. Serves as an educational leader across the district, with primary responsibility for educational programs TK-12th grade.

EDUCATION AND EXPERIENCE:

A valid California Teaching Credential and master's degree is preferred. Must possess or be able to obtain a valid California Administrative Services Credential. Successful experience in the field of education, including a minimum of five years of teaching experience is required.

Administrative or extended learning program experience in a school setting is preferred.

Experience with program evaluation and data collection preferred. A valid California Driver's License is required; have willingness and ability to travel throughout the district.

ESSENTIAL FUNCTIONS:

1. Develop and oversee the implementation of extended learning programs to support student learning needs.
2. Review and evaluate the quality of expanded learning programs, and special project budgets, and ensure compliance with federal and state evaluation requirements.
3. Serve as part of the educational services and extended learning partner teams to meet the social, emotional, and educational needs of all students in extended learning opportunities.
4. Collaborate with other TUSD and county-wide programs to integrate initiatives effectively.
5. Write grant proposals to secure funding for extended learning programs/special programs.
6. Maintain accurate records and reports related to program implementation and evaluation.
7. Collaborate with the department director and finance team to gather, compute, and compile technical reports, including revisions and amendments as required for extended learning budget-related matters.
8. Work with extended learning partners, facilities, and outside contractors on projects and assist in the ordering process of extended learning materials.
9. Assists in the collection, interpretation, and use of data and assessment results to improve extended learning and integrated special programs as part of the Local Control Accountability Plan strategic goals and key initiatives.

10. Assists in the collection, interpretation, and use of data and assessment results to improve extended learning and special programs.
11. Provide and support presentations, training, workshops, and field support for staff and students before school, after school, and all related ELOP activities/sessions, as needed.
12. Supervise and evaluate certificated and classified staff as assigned.
13. Maintain data on extended learning project status with other departments in the district and establish and maintain project files.
14. Communicate effectively with TUSD departments, engagement partners, county office personnel, other community partners, and funding agencies as needed.
15. Assists in leading, managing, and delivering the implementation of a professional development programs and training for staff in extended learning programs and integrated special programs throughout the district.
16. Develop and maintain effective relationships with students, parents, staff, and administration, in the district and with extended learning community partners.
17. Maintain confidentiality regarding students, staff, and programs.
18. Implement and maintain multiple projects and deadlines.
19. Perform other related tasks and assume other responsibilities as assigned.
20. Maintain regular and prompt attendance in the workplace.

SKILLS AND QUALIFICATIONS:

1. Comprehensive knowledge of and experience with effective presentation strategies.
2. Program administration principles and techniques.
3. Ability to provide leadership to district and extended learning and special programs communities/employees.
4. Communicate and collaborate effectively with diverse groups and audiences.
5. Ability to understand rules, regulations, and guidelines relating to grant and categorical funding.
6. Problem analysis and report writing techniques; data organization and presentation.
7. Ability to manage multiple projects using effective organization and planning techniques.
8. Ability to analyze situations accurately and adopt effective courses of action.
9. Ability to lead others effectively.
10. Ability to communicate and compose correspondence independently; communicate effectively, orally and in writing.
11. Ability to integrate current technology into work and job functions.
12. Ability to effectively coach certificated staff.
13. Work independently with minimal supervision.
14. Possess and utilize effective decision-making, problem-solving, and solutions-based skills.
15. Physical capability sufficient to perform job tasks.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors, outdoors, in a standard office and/or classroom/school environment, and come in direct contact with staff, students, and the public. The Extended Learning Programs Coordinator must perform duties and responsibilities that occur outside the school campus and district office for related activities and events, including off-site meetings, professional development, interventions, evaluations, training, and/or any other special program-related activities. Driving a vehicle to conduct work at school sites or in the community is frequently required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods.
3. Bend, squat, stoop, and/or climb for extended periods.
4. Reach overhead, grasp, and push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: LME Range 49

DAYS OF SERVICE: 225

ADOPTED: TUSD 04/09/2024