



## JOB DESCRIPTION

### Expanded Learning Coordinator

<b>Reports to:</b>	Assistant Superintendent of Educational Services	<b>Employment Group / Salary Range:</b>	Classified Management
<b>Dept:</b>	Educational Services	<b>FLSA:</b>	Exempt
<b>Annual Workdays:</b>	261	<b>Formal Review Date: Board approval date:</b>	5/10/2023 6/05/2023

### PRIMARY FUNCTION

Under the supervision and direction of the Assistant Superintendent of Educational Services, plans, organizes, evaluates, and directs the district's extended learning and extended day programs. Oversight of these grant or fee-based programs may occur during the summer, before the school hours, or after school hours. A split schedule before and after the school day may be needed during the calendared school year to support these programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Oversees the budget and operations of extended learning and extended day programs
- Provide leadership in establishing goals and priorities of assigned programs.
- Provides administrative support including, but limited to, conflict management and resolution, public relation and community outreach, etc.
- Aid with the planning and development of curriculum, ensure data collection of efficacies of curriculum and its implementation in extended learning programs.
- Assure general compliance with federal and state guidelines for extended learning programs; attend County-wide meetings to maintain current knowledge of legislation and regulatory changes.
- Train and evaluate the performance of assigned staff; carry out corrective action as needed.
- Monitor student behavioral issues and provide guidance or support to staff who serve these students as needed.
- Recruit and hire employees and ensure adequate staffing levels which may include providing recommendations on the reassignment of staff.
- Assists with the development and staffing of summer school and intersession programs

- Provide technical expertise, information and assistance to the Assistant Superintendent of Educational Services regarding assigned function; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Communicate with site administrators where extended learning is housed to ensure program needs are met.
- Collaborate with outside organizations to coordinate activities and programs.
- Develop and prepare the annual preliminary budgets for multiple programs for After School Programs; analyze and review budgetary financial data; control and authorize expenditures in accordance with established limitations; prepare and review fiscal reports.
- Attend and conduct a variety of meetings as assigned including parent meetings that may involve trainings in the evening; participate on various committees
- Works with the Superintendent and Administrative Cabinet to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Other related duties and responsibilities consistent with the primary function may be assigned

## **QUALIFICATIONS**

### **Education and Experience:**

An AA degree or higher and three years of increasingly responsible experience in the administration of After School or recreation programs. Bachelor's Degree (preferred), 3 years of experience working with children (preferred) Organizational leadership working with adults.

### **Licenses, Certificates and Other Requirements:**

- Possession of a valid California Driver's License

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Skills and Abilities to:**

- First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification
- Principles, theories, practices, methods and techniques used in classroom instruction. Child guidance principles and practices.
- Principles of training and providing work direction.
- Applicable sections of the State Education Code and other applicable laws.

- Current trends and research concerning the growth and development of children.
- Applicable state advisory documents.
- Standardized testing reports and procedures.
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records related to extended learning programs
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, booster clubs, and other community stakeholders.
- Adapt plans to meet different needs for learning.
- Ensure instructional programs have environments favorable to learning and personal growth.
- Display the use of good judgment in making decisions.
- Monitor children in classrooms and maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Operate a computer, use related software, and send/receive emails through the Internet.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of applicable programs and related regulations.
- Communicate effectively both orally and in writing.
- Oversee the work of assigned staff.
- Work with students who may misbehave and establish effective rapport with all pupils.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary education, in accordance with each pupil's ability.

- Understand and be sensitive to, and have respect for the diverse academic, socio- economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty, and staff.
- Demonstrate subject matter competence for each core subject taught.
- Develop and maintain effective interpersonal relations using tact, patience, and courtesy
- Maintain possession of a valid California Driver License

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is required to lift/or carry up to 20 pounds to waist height. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines. Health Services Specialist

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***