

**CLASSIFIED JOB DESCRIPTION**

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**EXPANDED LEARNING PROGRAMS SPECIALIST**

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**JOB SUMMARY:**

Under the direction of the Executive Director of Student, Family, Community, and Instruction, plans, organizes, coordinates, and oversees before- and after-school programs including After-School Education and Safety (ASES) programs.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates and oversees District's before- and after- school programs to ensure District programs comply with grant requirements.
- Oversees, prepares, and submits records and reports to comply with ASES grant documentation processes and procedures.
- Monitors budget allocations, expenditures, and financial activities and assures compliance with ASES grant and District guidelines.
- Develops, maintains, and oversees partnerships with outside organizations and subcontractors to support quality programming and enrichment opportunities.
- Establishes and maintains cooperative and effective working relationships with District staff and grant partners.
- Conducts site visits to assure appropriate program standards and grant requirements.
- Supports Coordinator of Physical Education, Health, and Wellness regarding all health and wellness initiatives.
- Leads and assists with trainings and meetings to support before- and after-school initiatives.
- Acts as a liaison between families, school, communities, and the District.
- Maintains accurate records of all activities for the purpose of reporting to the Board of Education, as well as District and state auditors.
- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- High school diploma or GED required. Preferably with bachelor's degree.
- At least two years' experience working in a leadership position in before- and after-school programs preferred.
- Knowledge of:
  - ASES grant regulations and guidelines.
  - Principles and practices of developmentally appropriate academic, enrichment, and recreational programs.
- Ability to:
  - Communicate effectively in written and oral correspondence.
  - Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
  - Exercise leadership through the use of organizational and interpersonal skills.
  - Establish and maintain cooperative professional working relationships.

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*Classified Salary Schedule: Range 44*  
*BOARD APPROVED: 05/19/21*  
*REVISION DATES: 07/16/23*  
*08/09/2023*