JOB DESCRIPTION

COORDINATOR OF EXPANDED LEARNING PROGRAM

Reports to:	Assistant Superintendent of Educational Services	**Employment Group / Salary Range:**	Classified Management
Dept:	Educational Services	**FLSA:**	Exempt
Annual Work days	261	**Formal Review Date:** **Board Approval Date:**	4/3/25 6/9/25

PRIMARY FUNCTIONS

Under the supervision and direction of the Assistant Superintendent of Educational Services, plans, organizes, evaluates, and directs the district's expanded learning 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 & 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 expanded learning and expanded 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.
- Assure general compliance with federal and state guidelines for expanded 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
- Provide guidance or support to staff on behavioral issues as needed
- Recruit and hire employees and ensure adequate staffing levels which may include providing recommendations on the reassignment of staff
- Develops the summer school and intersession programs
- Review staff timesheets; submit time sheets to the district office for payment with a designated time schedule
- Review staff supply requests needed for the expanded learning program; monitor expenses of the expanded learning sites; report snack order for students to the nutrition department

- Responding to emergencies and implementing crisis management procedures
- 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 expanded 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 Assistant Superintendent of Educational Services to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountably Plan (LCAP)
- Other related duties and responsibilities consistent with the primary function may be assigned

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor’s degree or higher and three years of increasingly responsible experience in the administration of After School or recreation programs. Three years of experience working with children is preferred. Three years of organizational leadership working with adults is desirable.

Licenses, Certificates and Other Requirements:

A valid California Driver's License is required.

CPR and First Aid certification is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification
- 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.

Skills and Abilities to:

- Strong leadership and organizational skills
- Excellent communication and interpersonal skills to interact with parents and staff
- Ability to manage multiple tasks effectively
- Conduct effective program evaluations
- Design plan for improving expanded learning program at sites with aid from Expanded Learning Program Supervisors
- 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
- Organize work projects; establish priorities and timelines for project management and report preparation
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, booster clubs, and other community stakeholders.
- Support Expanded Learning Program Supervisor to ensure instructional programs have environments favorable to learning and personal growth
- Display the use of good judgment in making decisions
- 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
- Establish and maintain effective working relationships with faculty, staff, parents, community members and others

- 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
- Develop and maintain effective interpersonal relations using tact, patience, and courtesy

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 frequently required to lift up to 20 pounds. 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.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

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 will travel between school sites. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

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.

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Employee Signature ***Date***

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Name Printed