



JOB DESCRIPTION

EXPANDED LEARNING PROGRAM SITE SUPERVISOR



Reports to:	Coordinator of Expanded Learning Program	Employment Group / Salary Range:	Classified Management
Dept:	Educational Services	FLSA:	Exempt
Annual Work days	196	Formal Review Date: Board Approval Date:	5/28/25 6/9/25

PRIMARY FUNCTIONS

Under the supervision and direction of the Coordinator of the Expanded Learning Program, assist in the administration and supervision of the expanded learning and expanded day programs in accordance with district policies and in compliance with State and federal regulations; train, supervise and evaluate the performance of assigned staff. 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.

- Assist in the administration and supervision of the Expanded Learning Program in accordance with school district policies and in compliance with State and federal regulations
- Provide leadership in establishing goals and priorities of assigned programs at the site level.
- 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.
- Review and provide feedback for expanded learning curriculum calendars; distribute to ELOP site staff
- 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.
- Conduct daily classroom visits to ensure proper program procedures are being followed; conduct safety inspections of expanded learning facility and communicate corrections needed to ensure student and staff safety at all times
- Monitor student behavioral issues and provide guidance or support to ELOP staff who serve these students as needed; communicate with parents as needed to address behavioral issues

- Recruit and hire employees and ensure adequate staffing levels which may include providing recommendations on the reassignment of staff
- Organize field trips and assemblies for optional days including location, cost, transportation and other matters
- Assists with the development and staffing of summer school and intersession programs
- Participate and assist in the facilitation of expanded learning leadership team meetings, conferences and in-service training programs
- Communicate with site administrators where extended learning is housed to ensure program needs are met
- Collaborate with outside organizations to coordinate activities and programs
- Assist Expanded Learning Program Site Facilitator with facilitation of staff meetings and site training, as needed
- Attend and conduct a variety of meetings as assigned including parent meetings that may involve training in the evening; participate on various committees
- Work collaboratively with site and district personnel
- 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:

An AA degree or higher and at least two years of increasingly responsible experience in the administration of Expanded Learning or recreation programs. A bachelor's degree is preferred. A minimum of three years of experience working with children is preferred. Organizational leadership working with adults is desirable.

Licenses, Certificates and Other Requirements:

A valid California Driver's License is required.

CPR/First Aid Certified is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- 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.
- Principles and methods of child development and management

Skills and Abilities to:

- Work collaboratively and communicate effectively as part of a team.
- Analyze and interpret numerical data and written information.
- Maintain confidential information.
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems.
- Direct, manage, train and evaluate the performance of assigned staff
- 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.

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.

Employee Signature

Date

Name Printed