



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Expanded Learning Opportunities Program (ELO-P) Supervisor
(Classified Supervisor I)

BASIC FUNCTION:

Under the direction of the Director of State and Federal Programs, the ELO-P Supervisor provides leadership to staff in the coordination and implementation of programs at multiple sites to enhance academic and enrichment opportunities for students. The ELO-P Supervisor is responsible for communication with school staff, parents, and others to provide information on program activities, student progress, or related concerns; provides instructional support, training, and work direction to assigned staff, and; acts as a cross-district liaison for staff in relation to expanded learning activities.

REPRESENTATIVE DUTIES:

Coordinates activities at multiple school sites; supports the development and implementation of curriculum.

Plans and publishes a master schedule for the District's expanded learning programs inclusive of programming offered during breaks and summer.

Organizes and directs the operations and trainings of assigned programs.

Monitors implementation of expanded learning programs through regularly scheduled visitations at all school sites.

Evaluates and adjusts programs and services to meet student needs.

Ensures that programs are compliant with established laws, codes, regulations, policies, and procedures, and, prepares and submits program accountability reports.

Serves as a liaison between administrators, staff, the public, local and state agencies, and assures proper and timely resolution of issues or conflicts

Coordinates communications, information, projects, and personnel to assure efficient delivery of services; develops and implements program and service schedules, activities, plans, and systems.

Follows the District's procedures and policies to ensure the safety and security of students, staff, and school property.

Organizes and directs student recruitment activities for program participation.

Maintains appropriate records; tracks staff attendance, reviews timesheets, professional growth records of staff, and completes various reports required for program compliance and to communicate educational outcomes.

Supervises and evaluates the performance of assigned staff; assists with interviews and selection of new employees, and recommends transfers, reassignment, termination, and disciplinary actions.

Provides resources, guidance, and support to program staff concerning student behavior management, parent communication, program improvement, and site personnel issues.

Coordinates the purchase and organization of inventory and dispersal of supplies and equipment to school sites.

Monitors and oversees Student Information System attendance entries to accurately track daily attendance for program participants.

Participates as a member of the State and Federal Programs Team; attends meetings, trainings, and workshops as required.

Performs other duties as assigned that support the overall objective of the position.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Concepts, principles, and practices in instruction and age-appropriate learning to plan, organize, coordinate, and implement expanded learning programs, activities, and services.

Supplemental learning programs, projects, and recreational activities that encourage and enhance student achievement.

Concepts of child growth, development, and behavior management strategies.

Methods for assessing student cognitive and social development, and learning styles and strategies.

Range of instructional materials that can be used to enhance, reinforce, or supplement learning.

Pertinent aspects of the American with Disabilities Act.

Principles and techniques of data collection, analysis, and report writing.

Supervision techniques to provide clear direction and effective support to staff and students.

Use a computer, common office productivity applications, and specialized software used in education and business environments.

Human relations skills sufficient to conduct formal and informal presentations to large and diverse audiences, facilitate management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate in-service education.

Advanced language and writing skills to develop complex plans, goals, and objectives, and make formal presentations.

ABILITY TO:

Perform a variety of complex tasks

Work independently with little direction

Organize and supervise staff

Train, and provide guidance and direction to assigned personnel

Prepare and maintain accurate and timely records and reports

Follow written and oral directions

Meet schedules and timelines

Use discretion and judgment in confidential matters

Learn policies, program, and grant requirements and apply them with good judgment in a variety of procedural situations

Interpret the District's rules, regulations, and procedures

Maintain appropriate health and safety requirements

Maintain patient, warm, and receptive attitude toward children and staff

Manage student behavior and maintain classroom discipline through positive reinforcement strategies

Establish and maintain cooperative working relationships with those contacted in the course of work

Use technology hardware and software appropriate to the work environment

Write complex reports and program materials, solve problems of logistics, staffing, grant and funding compliance, licensure, and status of staff and students.

Develop and measure performance outcomes.

Interact on both a formal and informal basis with a wide range of contacts within and outside of the school district settings.

May require the ability to communicate in a second language.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Liberal Studies or education-related field and over two (2) years of increasingly responsible experience working with school-age children in an organized setting) including one (1) year in a leadership capacity.

Bilingual English/Spanish or English/Hmong competency is preferred.

LICENSES AND OTHER REQUIREMENTS:

Requires a valid California Driver's license, minimum amount of liability insurance required by law, and DMV H-6 printout.

First Aid and CPR Certification

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outdoors in a standard office environment, in varying degrees of temperatures outdoors.

Travel by motor vehicle.

Come in direct contact with students, parents, community organizations, District staff, and the public.

Work in a fast-paced environment with constant disruptions.

PHYSICAL ABILITIES:

Sufficient vision to read small print.

Sufficient depth perception to file documents.

Sufficient hearing to hear normal and telephone conversations.

Speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

Dexterity to manipulate small objects, print or write legibly, operate a telephone, use a computer keyboard, typewriter, and other business machines.

Physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).