



## MERCED CITY SCHOOL DISTRICT

**CLASS TITLE:**     **Expanded Learning Program Leader**

### **PRIMARY FUNCTIONS**

Under the direction of the Supervisor, the Expanded Learning Programs Leads coordinate and implement Expanded Learning Programs at assigned school site; communicate with parents, staff and others to provide information on program activities, student progress or related concerns; collaborates with the Supervisor to provide instructional support, training and work direction to assigned staff.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

Coordinate and implement the program at assigned school sites; ensure compliance with program policies and procedures; oversee site implementation of curriculum; assist in program design, preparation, implementation, and evaluation; measures and manages program outcomes at the site level.

Maintain contact with and inform the School Site Administrator and/or Expanded Learning Programs Supervisor of any needs and/or concerns related to the program; serve as the program liaison to site principals.

Provide leadership to a team of Program Assistants; assist in supervision and evaluation, mentor, coach, train, provides work direction, schedule and assign staff; prepares and conducts on-site staff meetings as necessary.

Maintain records and timesheets for assigned staff and substitutes; fill in for program assistants when substitutes are not available.

Actively recruit students for the Expanded Learning Programs; maintain records of participants' progress and completes project reports as necessary; communicate with parents, teachers and others to provide information on program activities, student progress or related concerns.

Enroll and update student information; maintain attendance procedures and ensure accurate attendance and snack records for the site; ensure all participants are accounted for during the program and signed out at the end of the program.

Monitor hallways and adjacent areas to ensure appropriate behavior and eliminate potential safety hazards; oversee and coordinate indoor and outdoor play activities; enforce indoor and outdoor safety rules; mediate disputes and reinforce appropriate student conduct.

Maintain a clean and orderly environment for participants in the program; oversee clean-up activities.

Conduct needs and year-end assessment for assigned program site; prepare and maintain records and reports related to site programs and activities.

Maintain appropriate inventory and distribution of supplies on site.

Participate in ongoing professional development; attend staff meetings and training workshops as required.

Attends CPR and First Aid certification trainings and keeps certifications up-to-date.

Provides CPR and First Aid as necessary.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operates a personal computer and standard office equipment.

Operates a motor vehicle.

Perform other related essential functions as assigned.

## **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 of 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; advances 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 judgement in confidential matters; learn policies, program, and grant requirements and apply them with good judgement 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 logistic, 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**

High school diploma or recognized equivalent. Associates degree or 64 units of college credits or three years paid and/or volunteer experience performing similar work with school-age children, i.e. instructional aide, teacher assistant, babysitting, child care preferred. Must be No Child Left Behind compliant through locally developed assessment.

### **LICENSE AND CERTIFICATES:**

Proof of California driver's license and minimum amount of liability insurance required by law. DMV H-6 printout required.

### **WORKING CONDITIONS**

#### **ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard classroom and office environment consisting of, but not limited to, low tables, desks, chairs, backless chairs, playground toys and equipment; supervise staff and student activities indoors and outdoors in varying degrees of temperatures; travel by motor vehicle; and come in direct contact with students, parents, MCSD/district staff and public.

**PHYSICAL ABILITIES:** Employees in this position must have the ability to:

See and read a computer screen and printed matter with or without vision aids.

Hear and understand speech at normal levels with or without hearing aids.

Speak so that others may understand at normal levels.

Repetitiously enter data into a personal computer, operate standard office equipment and dial a telephone.

Operates a motor vehicle.

Sit, stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry 0 to 30 pounds to waist height.

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

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: February 15, 2023

Policy Revised: February 13, 2024