

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of ELOP and School Readiness

DEPARTMENT: Educational Services

POSITION SUMMARY:

Under the direction of the Associate Superintendent for Educational Services, or his/her designee, the Director of ELOP and School Readiness will manage the oversight of the District's ELOP and School Readiness Programs.

ESSENTIAL FUNCTIONS:

1. Serve as the District coordinator for Expanded Learning Opportunities Program (ELOP) and School Readiness, including planning, implementation, and evaluation of enrichment, learning, and early education activities.
2. Plan, write, implement, and monitor the District's Expanded Learning Opportunities Program (ELOP) Plan, School Readiness Plan, and transition programs such as Kindergarten Bridge and Countdown to Kindergarten.
3. Plan, supervise, and direct the operation of existing and future expanded learning and school readiness programs in accordance with District policies, state regulations, and federal guidelines.
4. Provide leadership to staff in determining objectives and identifying program needs as the basis for developing short- and long-term plans.
5. Hire, supervise, and evaluate staff assigned to expanded learning and school readiness programs, ensuring adherence to District guidelines and supporting professional growth.
6. Provide technical assistance, training, and in-service professional development to program staff, site administrators, and community partners.
7. Develop and facilitate articulation meetings between pre-kindergarten, transitional kindergarten, and primary grade teachers.
8. Oversee and develop procedures and policies for before school, after school, intersession, attendance recovery, summer learning, and transition programs.
9. Coordinate student enrollment, scheduling, and safe transitions between regular school day and extended learning activities.
10. Implement high-quality, needs-driven programs and services aligned with the community school model, including expanded learning, early learning, family engagement, health services, and targeted interventions.
11. Identify and provide support to early childhood providers, families, and children 0–5 to ensure readiness for school success.
12. Ensure programs reflect cultural and linguistic appropriateness in services and communication.
13. Direct and monitor the preparation and maintenance of records and reports required by the California Department of Education and other agencies.

14. Collect, analyze, and report data on attendance, expenditures, program quality, and student outcomes; make adjustments as needed.
15. Participate in the development and review of program budgets and staffing plans to ensure fiscal and regulatory compliance.
16. Research and write grants to support sustainability of programs.
17. Build and maintain strong communication and collaborative relationships with parents, school staff, site principals, community agencies, contractors, and county partners.
18. Serve as a liaison among families, school readiness programs, expanded learning programs, TK–12 schools, and community organizations.
19. Facilitate advisory committees and District councils to support continuous program evaluation, modification, and improvement.
20. Represent the District in cooperative relationships, community partnerships, and county/regional initiatives related to school readiness and expanded learning.
21. Provide oral and written reports to District leadership, staff, and the community.
22. Develop newsletters, brochures, bulletins, and social media content to inform and engage families and stakeholders.
23. Organize activities and events to showcase student work, support parents, and celebrate community diversity.
24. Maintain knowledge of state and federal laws, legislation, and guidelines related to expanded learning and early care and education.
25. Attend relevant workshops, conferences, and meetings.
26. Perform site visits to assess program implementation, safety, and quality standards.
27. Perform other related duties as assigned.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Federal, State, and County laws, regulations, and requirements related to expanded learning, preschool, early childhood, and school readiness programs.
2. Knowledge of California TK–12 educational system, including preschool curriculum, Learning Foundations, and pre-kindergarten Learning & Development Guidelines.
3. Knowledge of Expanded Learning statewide quality standards, program requirements, and expectations.
4. Knowledge of developmentally appropriate practices in early childhood education, literacy development, and school readiness.
5. Knowledge of culturally and linguistically responsive pedagogy, bilingual education, and effective strategies for English learners and students with special needs.
6. Knowledge of curriculum, instruction, methodology, and research-based strategies for diverse student populations.
7. Knowledge of continuous improvement processes, program evaluation methods, and data-driven decision making.
8. Knowledge of grant administration, budgeting, data collection, reporting, and program management.

9. Knowledge of the California Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP).
10. Knowledge of principles of supervision, training, program administration, and professional communication.
11. Ability to develop, implement, and lead Expanded Learning and School Readiness programs with vision and initiative.
12. Ability to plan, organize, coordinate, and evaluate before/after school, summer, intersession, and transition programs.
13. Ability to supervise, evaluate, and support staff while managing multiple sites, programs, and budgets.
14. Ability to work effectively, empathetically, and collaboratively with diverse racial, ethnic, linguistic, disability, and socioeconomic groups.
15. Ability to interpret and apply laws, regulations, policies, and procedures.
16. Ability to build and maintain positive, professional relationships with students, staff, parents, community members, and partner agencies.
17. Ability to plan and conduct events with parents, preschool children, and community partners.
18. Ability to communicate clearly and effectively in writing, orally, and through presentations and reports.
19. Ability to use technology to enhance efficiency, reporting, and communication.
20. Ability to meet deadlines and adapt to changing program needs while ensuring compliance with requirements.

EDUCATION AND EXPERIENCE:

A valid California Administrative Services credential and Child Development Program Director Permit are required; Master's Degree is preferred. Three years' experience as a classroom teacher, knowledge of preschool curriculum and preschool foundations is required. A valid California Driver's License is required. Bilingual in Spanish is preferred.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data/information into a computer terminal and operate standard office equipment for extended periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand at normal levels and on the telephone with or without hearing aids.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 45 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard office and/or classroom or other preschool and before/after school program environments, and come in direct contact with District staff, both public and private staff, students, parents, and other community members. In addition, the Director of ELOP and School Readiness will attend and/or present at late evening and/or weekend ELOP and School Readiness events/meetings. Director of ELOP and School Readiness must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other ELOP and School Readiness related activities and events.

SALARY: Leadership/Management Salary Schedule Range 58

DAYS OF SERVICE: 225

Board Approved: 09/09/2025