



JOB DESCRIPTION

Position Code: 678
Bargaining Group: SJAA
Salary Range: 15
Work Calendar: 003
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POSITION TITLE: Manager, Expanded Learning and Prevention Programs

DEFINITION: Under direction, administers expanded learning, prevention and other support programs and grants. Responsibilities include management of the development, implementation, supervision and evaluation of program activities during the school year and during summer.

DIRECTLY RESPONSIBLE TO: Director, Student Support Services

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Plans, organizes, and manages expanded learning programs including Bridges/ASSETS After School, prevention, intervention and other school-based support programs and activities.
2. Serves as liaison to schools, district and state regarding the planning, implementation and evaluation of expanded learning programs including Bridges/ASSETS After School, prevention and special support programs and activities.
3. Plans, coordinates and facilitates various stakeholder and program meetings with staff, school personnel, district management, community representatives and agency partners.
4. Manages the marketing and promotion of expanded learning programs including Bridges/ASSETS After School, prevention, and special support programs with community, staff and district.
5. Coordinates training, communication, service delivery, and data collection with designated program school sites, district personnel and collaborative agencies.
6. Coordinates data collection for program evaluation, prepare reports and makes programmatic recommendations based on evaluative outcomes.
7. Develops and updates policies and procedures related to expanded learning programs for the department and the district and ensures compliance with state and federal requirements of expanded learning programs.
8. Serves as a liaison of the district for state, county, and community officials regarding the implementation and evaluation of expanded learning programs.
9. Develops and submits state and federal reports required for expanded learning programs.
10. Manages the facilitation of the Child and Adult Care Food Program for expanded learning programs and coordinates with Nutrition Services to ensure program requirements are met.
11. Develops, monitors, and maintains program budget, including revenue and expenditures, reporting to funding source and meeting district accounting and budgetary requirements.
12. Analyzes and verifies financial reports and statements, accounts and revenue and expenditure records.
13. Monitors all attendance records and financial accounts to ensure fiscal accountability

14. Analyzes and projects student attendance and participation for extended learning and prevention programs.
15. Researches availability of funds and assists in the preparation of grant proposals.
16. Ensures compliance with state and federal guidelines related to extended learning and prevention programs.
17. Prepares and submits district, state and federal reports.
18. Prepares information for district and state auditors.
19. Initiates staffing requests and assists in the recruitment, interviewing and recommendation for employment of classified personnel.
20. Develops, coordinates, trains, implements and supervises the extended learning programs and prevention staff.
21. Conducts program visits and observations for program supervision and evaluation.
22. Performs other duties as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education, and experience equivalent to a Bachelor's degree in business, education or a related field and three (3) years of increasingly responsible experience which demonstrates the ability to plan, coordinate and monitor special school programs, grants and special projects.

Knowledge, Skills, and Abilities:

- Knowledge of laws, rules, regulations, policies and procedures applicable to expanded learning programs
- Knowledge of related Education Code requirements; knowledge and skills in the administration of extended expanded learning and intervention prevention programs
- Knowledge and skill in the areas of program and staff evaluation
- Knowledge of assessment and evaluation, collaborative service delivery and program-related strategies
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in the use of computers and associated software programs
- Knowledge of organizational and time management techniques
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, parents, and the community
- Ability to work effectively with all levels of district staff, parents, students, and the community

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operates office equipment requiring repetitive hand movement and fine coordination
- Transport, move, and lift objects and program supplies weighing up to 25 pounds with assistance

Other Characteristics:

- Ability to work additional hours and attend evening meetings on occasion
- Ability to travel locally to attend conferences/seminars and other events periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/14/2006
Revised: 5/4/2007
Revised: 8/13/2014
Revised: 4/19/2022