

EXPANDED LEARNING SITE COORDINATOR

JOB SUMMARY

Under general direction, coordinates, plans, leads, and oversees all aspects of a single-site expanded learning program to ensure a safe, supportive, and high-quality environment for students. The Site Coordinator serves as the site-based leader responsible for staff supervision and evaluation, student safety and well-being, program operations, compliance, and coordination with school-day staff, District departments, community partners, and outside agencies.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by its responsibility for coordinating and leading all components of an assigned expanded learning program site. Unlike instructional or support-level positions, including the Lead Expanded Learning Instructional Assistant, the Site Coordinator is responsible for site program coordination, planning and organization, direction and supervision of subordinate staff, campus safety, and overall student supervision, while instructional staff work directly with students in instructional and recreational activities. The Site Coordinator holds primary accountability for staff performance, campus safety, student behavior, program quality, and compliance with applicable laws, grant requirements, and District policies, and functions as the site-level administrator during expanded learning program hours. This classification is further distinguished from the higher-level Expanded Learning Department Supervisor in that the Site Coordinator oversees employees and program operations at a single site, while the Department Supervisor is responsible for program implementation and supervision across multiple sites.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Educational Services Department Supervisor. Exercises direct supervision and functional leadership over all assigned expanded learning program staff, including responsibility for developing, evaluation, performance feedback, and corrective action in collaboration with program administration.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Coordinates, plans, and manages the day-to-day operations of a school site expanded learning program, including academic support, enrichment, and recreational activities; develops site schedules; coordinates daily activities; and ensures appropriate use of space, materials, and staffing.
- Establishes and maintains a positive, inclusive, and student-centered program culture that supports students' academic, social-emotional, behavioral, and mental health needs.

- Supervises, develops, and evaluates all assigned expanded learning program staff; conducts observations; provides ongoing feedback; supports professional growth; identifies performance concerns; and collaborates with program administration on improvement plans, corrective actions, and recognition.
- Serves as the primary site leader for campus safety during after school program hours; ensures physical, emotional, and psychological safety of students; implements positive behavior supports and de-escalation strategies; and responds to, documents and follows established reporting and notification protocols for all student incidents, injuries, and safety concerns in accordance with District procedures.
- Ensures staff compliance with emergency procedures, safety protocols, mandated reporting requirements, and District policies; conducts routine site checks related to supervision, staffing ratios, safety practices, and program quality.
- Acts as the primary liaison between the expanded learning program, school-day staff, District departments, families, community partners, enrichment providers, vendors, and outside agencies; coordinates site-based partnerships to ensure alignment with program goals, student needs, and safety expectations.
- Oversees enrollment, attendance, data collection, fee collection (when applicable) and program documentation; ensures accurate and timely submission of required reports; monitors compliance with applicable federal and state laws, grant requirements, contracts, and District policies.
- Maintains site budget, inventory of supplies; submits purchase requisitions; and supports efficient site operations.
- Performs other related duties as required. Additional duties may be assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Any combination equivalent to two years of college level coursework at an accredited college. An Associate of Arts or Bachelor's degree with emphasis in child development, education or a related field is preferred. Child Development Supervisor's Permit is preferred.

Experience: Three (3) years related experience. Experience leading or supervising employees as well as a teaching credential or other childcare certification is desirable.

Knowledge of:

- Laws, regulations, and best practices governing expanded learning programs;

- Child and youth development principles; campus safety and emergency procedures;
- District policies and reporting requirements;
- Staff supervision, evaluation, and coaching practices;
- Community partnership coordination;
- ern record-keeping practices; and common computer applications.

Ability to:

- Lead, supervise, coach, manage, and evaluate staff;
- Maintain a safe, supportive, and well-organized program environment;
- Exercise sound judgment related to student safety and staff performance;
- Interpret and apply laws and policies; communicate effectively with diverse stakeholders;
- Communicate effectively both orally and in writing with staff, parents, students, public and District personnel
- Manage multiple responsibilities;
- Maintain confidentiality and build positive working relationships

Licenses Required: Valid, current First Aid and CPR Certificates must be obtained within the first six months of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in an afterschool program. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to

recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

| Expanded Learning Site Coordinator | |
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| Personnel Action | Personnel Action Date |
| Adopted by the Personnel Commission: | 2/23/2026 |