

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Expanded Learning Program Specialist

DEPARTMENT: Expanded Learning & School Readiness/ Educational Services

POSITION SUMMARY: Under the general supervision of the Director of ELOP & School Readiness or his/her designee, the ELOP Program Specialist assists the ELOP Coordinator in providing overall management and direction in the planning and implementation of Expanded Learning Programs. The ELOP Program Specialist coordinates activities relating to the professional development, training, and implementation of ELOP programs. The ELOP Program Specialist is a consultant to site, district staff and parents.

ESSENTIAL FUNCTIONS:

1. Assist in reviewing program, budget, and staffing plans to assure conformance with ELOP guidance, local, state and federal regulations.
2. Assist in the development of policies and procedures in matters relating to ELOP compliance.
3. Assist in representing the District in the area of ELOP in its cooperative relationships with community members, community agencies, TK-12 level District committees and councils.
4. Assist in the planning for the continuous evaluation and improvement of the services provided by the Department.
5. Observe, consult with, and assist all ELOP Department staff.
6. Develop programs, coordinate curricular resources, and evaluate effectiveness of programs for students.
7. Serve as a resource for site principals regarding program function, teacher evaluation, and state and federal mandates regarding ELOP.
8. Assist with functional behavior and positive behavior intervention for students.
9. Develop, coordinate and provide inservice training for ELOP program staff.
10. Conduct meetings for ELOP staff, classified and certificated.
11. Provide statistical data to facilitate program projections and make recommendations regarding ELOP program.
12. Serve as a liaison with a variety of community and governmental organizations.
13. Maintain regular and prompt attendance in the workplace.
14. Perform other related duties as assigned.

EDUCATION AND EXPERIENCE: Must hold or be able to obtain a valid California Administrative Services credential. Master's Degree preferred. Minimum five years of successful teaching in a variety of grade levels and educational settings is preferred. A valid California Driver's License is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of Expanded Learning regulations and other laws related to minors;
2. Ability to apply conflict resolution and problem-solving techniques and make use of community resources.
3. Knowledge of scheduling procedures and practices for the best use of resources.
4. Ability to use principles of supervision, training, and program administration.
5. Knowledge of oral and written communication skills, program assessment and evaluation.
6. Knowledge of techniques for remediation of learning deficits.
7. Ability to maintain cooperative working relationships with staff, administration, parents and the community.
8. Ability to communicate effectively, both orally and in writing, and successfully serve a diverse student population.
9. Ability to plan, organize, develop, and coordinate the activities of a broad range of programs and special services.
10. Ability to analyze program activities and implement procedures which will improve services.
11. Ability to ensure that programs and activities are carried out in compliance with state and federal requirements.
12. Ability to make effective public presentations of program information.

PHYSICAL REQUIREMENTS:

Employees in this position must 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. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.

SALARY: Leadership/Management Salary Schedule (LME) Range 40

DAYS OF SERVICE: 225

ADOPTED: 03/24/2026