

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Early and Expanded Learning

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Administrative Services Credential, Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Three or more years of successful experience in teaching at the elementary or secondary level; a minimum of three years of successful administrative experience, site or program level; demonstrated experience in school practices, activities, and model instructional practices.
	<u>Desired</u>	Three or more years of experience as a principal.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assigned Administrator(s), the Director of Early and Expanded Learning will oversee the operation, management, and evaluation of grant-funded programs, including the Expanded Learning Opportunity Program (ELO-P). The Director of Early and Expanded Learning will collaborate with District and site leadership, including collective bargaining unit members, to develop and implement expanded learning programs that meet the academic, social-emotional, and enrichment needs of the students. This position includes supervision of site leads and personnel at all schools to ensure students successfully transition from the regular school day to the ELO-P, which may include: before/after school programs, Summer School, Saturday Schools, Attendance Recovery and/or other available programs. The Director of Early and Expanded Learning will also support early childhood education efforts, Universal Transitional Kindergarten (UTK), and curriculum and instruction initiatives across elementary programs. This role also encompasses the evaluation of certificated and classified staff, oversight of budgets, implementation of instructional supports (e.g., Reading Difficulties Screener), coordination of Intervention Support Teams (IST), and Private School Consultation. This position requires flexible, non-traditional work hours and days and is contingent on continuous grant funding.

DUTIES AND RESPONSIBILITIES

As assessed by the Assigned Administrator(s), the duties and responsibilities of the Director of Early and Expanded Learning will be as follows:

1. Along with site administrators, supervise, oversee, and evaluate all Expanded Learning Opportunity Programs to include ELO-P, and all expanded learning staff members at multiples sites.

2. Oversee and supervise all Summer School, Intercession and Saturday School, and Attendance Recovery programs related to the ELO-P.
3. Monitor school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements.
4. Maintain student and staff records, analyze program data, and prepare and submit required reports.
5. Facilitate and/or provide professional development for program staff, onsite coaching support, and parent education workshops to improve program quality.
6. Attend multiple functions; including those conducted on weekends and at night.
7. Collaborate with district and site administrators to design, implement, promote, and supervise student achievement and enrichment activities for all expanded learning programs before, during, or after school, which may include instrumental music, science, technology, engineering, arts, and mathematics (STEAM), physical education and/or intermural sports, positive behavior and social emotional learning, and other current or newly created enrichment opportunities for students.
8. Assist with ensuring all community-based organizations meet all contractual and district policy requirements.
9. Provide leadership in early literacy efforts, including oversight of the Reading Difficulties Screener and related instructional interventions.
10. Oversee and implement the Universal Preschool/Transitional Kindergarten (UPK/UTK) plan to include the expanded learning opportunities for early childhood programs, as well as current program requirements.
11. Oversee and work collaboratively with the After School Education and Safety (ASES) program coordinator, leads, personnel, and community partners to ensure a cohesive program for students that meets the needs of the community and the intent of the ELO-P and UPK/UTK program.
12. Ensure that the ELO-P and UPK/UTK budget/reporting requirements and deadlines are met.
13. Evaluate the ELO-P and UPK/UTK program effectiveness by utilizing multiple assessment measurement tools, including analyzing results and providing information to students, staff, parents, and community collaborators.
14. Evaluate and work collaboratively with school sites to design/select curriculum and instructional materials, as well as follow district protocols for adopting new curriculum when applicable.
15. Coordinate the Expanded Learning Opportunity Program interfacing with other community-based organizations.
16. Participate in various meetings and District Advisory Councils, as well as Title I and other educational conferences, as may be required.
17. Work directly with the educational liaisons to address parent concerns and student investigations regarding the ELO-P, including State Preschool and/or General Education Preschool Programs.

18. Communicate with parents regarding the Expanded Learning Opportunity Program and UPK/UTK offerings at each school site.
19. Prepare a variety of documents, reports, written materials, and recommendations for the purpose of communicating information to parents, staff, and the Board of Education.
20. Evaluate and support certificated and classified staff, including formal evaluations and ongoing performance coaching.
21. Consult with private schools on equitable services as part of federal and state program compliance.
22. Serve as district liaison for the design and facilitation of the Intervention Support Team (IST) process in coordination with site administrators.
23. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
24. Work with parents, staff, and students to resolve any conflict or complaint regarding the ELO-P and/or UPK/UTK program and personnel.
25. Perform the job assignment safely for the purpose of protecting people and property.
26. Make connections with community and outside vendors to provide rich and robust programs.
27. Evaluate and analyze social and academic growth of students.
28. Implement and oversee before/after school and intramural/extracurricular programs.
29. Travel to various school sites to support programs as designed.
30. Maintain flexible work hours.
31. Effectively perform other related duties as assigned.

09/25