JOB DESCRIPTION

EXPANDED LEARNING PROGRAM COORDINATOR

DEFINITION:

The Expanded Learning Program Coordinator will be under the direction of and evaluated by the Superintendent or designee. The Expanded Learning Program Coordinator will coordinate services as part of the school districts expanded learning program. The person will develop, organize, and monitor the academic and enrichment components of the Expanded Learning Program as well as maintain budgets and evaluate staff performance (Days-210) (Salary-Placement on the Unrepresented Management Salary Schedule at a ratio of .775).

ESSENTIAL DUTIES:

- Assisting staff with the coordination of homework assignments between the classroom and the after-school program staff.
- Coordinate the academic programs of the regular school program and the Expanded Learning Program.
- Communicate with teachers and Expanded Learning Program staff to ensure that students' academic and social needs are being met.
- Monitor and evaluate staff performance of duties.
- Communicate with parents and the community in regards to the Expanded Learning Program.
- Monitor student participation and Expanded Learning Program grant expectations.
- Provide feedback to students, parents, and staff regarding program implementation.
- Monitor student participation and attendance.
- Identify and recruit students.
- Maintain records of student attendance.
- Maintain academic records as needed for the grant evaluation.
- Monitor students and staff to provide a safe and optimal after school learning experience.
- Meet with District Expanded Learning Program partners on an ongoing basis.
- Collaborating with Expanded Learning Program Partner agencies in order to maintain the appropriate daily ratio of teachers and staff as required by the grant.
- Develop, monitor, and maintain Program budgets and meet grant timelines.
- Develop, monitor, and write grant applications.
- Promotes community awareness and support for the Program with parents
- Attend trainings and meetings as required by the Program and District
- Independently compose and send correspondence requesting or furnishing information of routine, technical, or confidential nature related to Program activities.
- Identify and accurately interpret the policies, procedures, and regulations that apply to department operations and provide service, assistance or referrals as appropriate.
- Establish and maintain accurate records of supplies, equipment and other materials ordered, received, stored or forwarded.
- Independently collect and compile a variety of data and information required for reports and records.
- Administer CPR/First Aide when school nurse or other health professional is unavailable.
- Other duties as assigned by the Superintendent or designee.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
Any combination equivalent to:

- Bachelor's degree in a closely related field, with an equivalent combination of job-related experience and/or education.
- Three years' work experience in an extended learning program management position.

Desirable Qualifications:

- School district general accounting experience.

Licenses, Certifications and other Requirements:

- Fingerprint clearance.
- Negative TB test result.

Knowledge of:

- District computer literacy programs.
- District and site after school policies.
- Tele-parent Call System.

Ability to:

- Apply computer skills including Word, Excel, and Student Information System
- Communicate clearly, effectively and comfortably with students, staff and parents.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Must be willing to work late afternoons-early evenings.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone.
- Dexterity of arms and hands and fingers to operate a computer keyboard.
- Seeing to read, prepare and proofread documents; to travel to various sites, and to direct and supervise staff as required.
- Sitting or standing for extended periods of time.
- Kneeling, stooping, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files, records and supplies.
- Must have ability to lift 40 pounds

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

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Revised: October 1, 2024

Board Approved: October 22, 2024