LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator II: Extended Learning	**REPORTS TO**:	Director Elementary C&I
DEPT:	ISS	**CLASSIFICATION:**	Certificated Management
FLSA:	EXEMPT	**WORK YEAR:**	222 Days
ADOPTED:	March 31, 2022	**SALARY RANGE:**	Certificated Management

JOB PURPOSE STATEMENT:
Under the direction of the Director of Elementary C&I/designee, the District Coordinator of Extended Learning will strengthen and align the educational and enrichment programs for students by providing leadership in planning, implementing, coordinating, and supervising the district's expanded learning programs. The Coordinator works in a collaborative team environment supporting the recovery of learning loss at the TK-6 grade levels.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)

ESSENTIAL JOB FUNCTIONS (E):

- Serves as administrator for the District's TK-6 Expanded Learning programs such as (yet not all inclusive) Universal Transitional Kindergarten (UTK), Extended Learning Opportunity Grant (ELOG), Extended Learning Opportunity Plan (ELOP) inclusive of Intersession programs, Elementary Virtual Summer School, and After School Education & Safety (ASES) programs
- Collaborates with Student & Instructional Support Services administrators in selection of instructional materials and curriculum development for Extended Learning programs
- Works closely with LCAP Coordinator and site principals to align services with the LCAP
- Designs and demonstrates students' enrichment activities and methods of implementation
- Provides leadership through data analysis, coaching, innovation, collaboration, conflict resolution and intervention to meet our student outcome goals
- Performs regular site visits to assess program/safety implementation, program delivery, and plans to improve services
- Interprets, coordinates, monitors, supervises and evaluates conformance to Federal, State, and local regulations
- Submitting reports to the Board, State, and/or Federal agencies regarding program evaluation/progress
- Attends and actively participates in Expanded Learning Programs' collaborative meetings, and program self-assessment process; Attends and actively participates in Curriculum Advisory Council (CAC) and CAC Sub-committees
- Demonstrates strong interpersonal skills in relating to parents, students, staff, and the community
- Models personal and professional values of equity, integrity, caring, collaboration, personal and collective accountability
- Serves as a resource for district staff in related program areas; provide training and information to assist in the compliance of related law, policy, and procedure; plans and delivers related professional development
- Participates collaboratively in meetings with district staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals
- Serves as a district liaison with community and government agencies as required, but not limited to acting as liaison between the California Department of Education and the school sites, as appropriate
- Supervises and assists schools in addressing student behavior problems utilizing positive behavior interventions to maximize student safety and achieve program goals and objectives
- Perform other duties as assigned

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- Extended learning opportunities and laws
- District policies, procedures, and objectives related to Curriculum and Instruction
- State and Federal regulations as they relate to education and educational services
- Strong oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups
- Excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes

Ability to:

- Analyze student assessment data to improve student achievement in Expanded Learning Programs
- Assure sufficient facility space to implement program services, special events, and evening programs
- Communicate effectively orally and in writing
- Coordinate training for Expanded Learning Program staff
- Develop academic intervention opportunities for students during the Expanded Learning Programs
- Develop and maintain systems of accountability in all program elements and operational requirements
- Establish and maintain effective working relationships with staff, students, and community
- Use personal automobile for district business
- Interact with parents to promote the program or to address student issues
- Locate, interpret, and apply law, policy, and procedures applicable to the delivery of the Expanded Learning Programs
- Maintain appropriate records, inventory, and budgets as specified in related law, policy and procedures
- Meet with principals on a regular basis to plan, collaborate, coordinate, and supervise the bridging of curriculum and resources between the regular instructional day and Expanded Learning Programs
- Oversee the development and implementation of program curricula and academic assistance activities in collaboration with Elementary Director of Curriculum and Instruction and LCAP Coordinator
- Present to regular day school staff as needed to update them on staff and program services
- Visit sites on a continuous basis to observe and provide feedback to program staff to assure implementation of Quality Standards for Expanded Learning Programs
- Work a flexible schedule and work year dependent on program need

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education/Experience Required: Bachelor's Degree from an accredited college or university, Master's Degree; Three (3) years of successful teaching and three (3) years of successful administrative experience with English Learners, Foster Youth, Socially Economically Disadvantaged, At-risk students

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results; California State Administrative Credential

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.