

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXPANDED LEARNING OPPORTUNITIES PROGRAM DIRECTOR

BASIC FUNCTION:

Under the supervision of the Chief Academic Officer, the Expanded Learning Opportunities Program (ELOP) Director will provide critical leadership to advance the vision, mission, goals, and educational objectives across the Dinuba Unified School District's expanded learning program. Primary responsibilities include managing the District's state-funded Expanded Learning Opportunity Program (ELOP) and coordinating all aspects of the program's daily operations.

The Director provides direction to school site leadership and contributes to the building of systems and supports that increase after school, intersession, and summer learning opportunities for all students in the Dinuba Unified School District.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Cooperates with other staff to accomplish the District's priorities and expectations, including being a part of the district leadership team.

Directs and supervises the ELOP program staff, including oversight of critical technical assistance and grant-compliance guidance to ensure high-quality programming.

Supports site administrators in developing school communities that meet the diverse cultural and social/emotional learning needs of each student for expanded learning opportunities.

Assists in the preparation of Board Agenda items as necessary for the assigned position and/or delivers presentations for the Governing Board as requested by the Superintendent.

Plans, implements, and evaluates the ELOP program plan for students at each participating school site.

Coordinates with Health, Transportation, Facilities, Special Student Services, Curriculum, Intervention and Nutrition Services for the ELOP programs.

Coordinates with the Technology department to plan for needs and resolve issues.

Oversees the tiered system of support in the ELOP program for the best outcome regarding behavior of students and/or for the purpose of assisting students in modifying behavior, developing successful interpersonal skills and/or initiating disciplinary action in collaboration with school site leadership.

Oversees any investigations related to the students or staff of the ELOP program.

Performs regular site visits to assess program and safety implementation, program delivery, and plans to improve services to students; provide feedback to program staff and assure implementation of Quality Standards for Expanded Learning Programs.

Directs the development and review of the budget for all ELOP programs.

Monitors attendance for the ELOP program and connection to regular instructional day programs.

Collaborates with community and government agencies; works with community partners and organizations to build collaborative, mutually beneficial relationships, including monitoring contracts with outside vendors and community partners.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Oral and written communication skills
Principles and practices of management
Applicable laws, codes, regulations, policies, and procedures
Modern office management and procedures

ABILITY TO

Communicate effectively both, orally and in writing with large and small audiences.
Administer assigned programs and activities within established timelines and utilize available resources effectively and efficiently.
Coordinate and support safety initiatives, for the ELOP program.
Coordinate and collaborate with professional staff, parents, community groups and other stakeholders.
Establish and maintain effective working relationships with staff, students, parents, and the public.
Interpret, apply and explain applicable laws, regulations, rules, policies, procedures and program requirements.
Meet schedules, deadlines and timelines.
Work independently with minimal direction and exercise sound judgment in decision-making.
Plan, organize, and prioritize work.
Prepare comprehensive narrative, analytical and statistical reports.
Supervise, train and evaluate the performance of assigned personnel.
Operate district technology, business systems and standard office equipment.
Maintain accurate records and prepare reports related to program operations, compliance and effectiveness.

EDUCATION AND EXPERIENCE

Any combination equivalent to:
Valid California Teaching Credential required.
Valid Administrative Services Credential required.
MA in Education from an accredited university or college preferred.
Three (3) to five (5) years of increasingly responsible management experience preferred.
Four (4) years teaching experience in a variety of grade levels/subjects preferred.

LICENSES AND OTHER REQUIREMENTS

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.
Cafeteria, classrooms, restrooms and other school facilities.

Multiple Interruptions.

PHYSICAL DEMANDS:

Sits and stands for extended periods of time

Reaches in all directions

Ability to lift 25 lbs. maximum or carry any object weighing up to 15 pounds

Bends, twists, kneels and stoops

Writes legible reports

Reads notes, memos and printed material

Speaks clearly and communicates effectively

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: June 25, 2026