Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Extended Learning Opportunity Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade V**
Prepared/Revised Date:	**January 13, 2026**	Job Code:	**33534**

SUMMARY: Responsible for providing high quality after school and summer extended learning opportunities to the Poudre School District students through Camp SOL, PSD After 3, and all 21st Century Programming. Duties include recruiting, monitoring, and managing student enrollment, attendance, safety, crisis prevention, discipline, and managing staff and students during programs. Coordinate the recruiting, hiring and supervising of staff members and volunteers. Responsible for budget management and resource allocations data collection, program evaluation, and grant/district reporting. Promote programs for parent and student recruitment and engagement, as well as respond to staff, family, and student concerns or questions. Seek and apply for additional grant funding to support both summer and after-school programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Manage the daily operation of the Extended Learning Opportunities (ELO) program; create the program, schedule activities, monitor attendance and enrollment, ensure safety of students, and oversee staff and volunteers. Collaborate with District staff, community partners, and volunteers to create relevant, interest-based, age-appropriate activities for students that meet both performance measures and build an essential background for student's academic success. Evaluate individual class effectiveness as well as overall program effectiveness and adjust according to quantitative and qualitative data.
2. Seek, write, and manage independent funding for all programing using grants such as: Title I, 21st Century, Competitive grants, etc. Complete, manage and maintain financial, administrative and state required records and reports. Manage budgets, grant funds, and donations following local, state, district, and federal requirements. Interpret and administer local, state and federal rules and regulations regarding the program's grant compliance.
3. Recruit, hire, supervise, and evaluate program staff; manage staffing decisions and job assignments based on program needs and resources; assign work, provide training and staff development opportunities, address complaints and resolve problems.
4. Manage program resources including equipment and inventory management, purchasing, and distribution of supplies and materials. Schedule facilities for after-school and summer programs. Manage administrative records including enrollment forms, student misconduct reports, medication administration and injury/accident reports.

5. Collaborate and maintain communication channels with community partners and vendors. Manage contracts with partners and vendors, ensuring compliance with PSD policies.
6. Coordinate, coach, and support program leaders for all district summer programs including support for crisis response, financial and logistical support, contract processes, and problem resolution between students/parents/staff/vendors. Facilitate required logistics, training, and support between all departments for district wide summer PSD programming.
7. Conduct program evaluation, monitor effectiveness of various programs, provide and present program data to provide ongoing monitoring. Collect and analyze data and prepare reports required by local, state and federal agencies. Collaborate with directors and principals to develop, implement and analyze program data and share with stakeholders.
8. Implement effective extended learning opportunities practices; identify best practices, develop and implement comprehensive data-based improvement plans, develop onboarding and professional development opportunities for staff and align ELO programs with district goals and initiatives.
9. Communicate program information, promote and market programs, respond to calls, emails and provide written correspondence. Attend and participate in meetings and Colorado Department of Education trainings and LCE Department meetings as required. Represent the program at local, regional, state and national meetings and other forums.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree or two-year college certificate in education, early childhood education, human services, or related field
- Three to five years of experience providing extracurricular, enrichment or after/before school program opportunities for students ages K-12 required
- Three to five years of experience writing, running, and maintaining grants
- Experience managing a large program including budget, hiring and supervising staff required
- Equivalent combination of experience and education accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job

- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of community resources and partners
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Language, Culture & Equity	
Direct reports:	Extended Learning Opportunity Area Specialists	2
	ELO Instructors, Support Instructors, etc.	110
	Program Volunteers	Average 20

- Responsible for interviewing, hiring and training employees. Responsible for planning, assigning and directing work. Responsible for addressing performance issues, discipline, and/or terminating employees. Responsible for addressing complaints and resolving problems.
- May be responsible for supervising the behavior and well-being of students in the classroom, getting on and off the bus, at recess, etc.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	