Position: Coordinator III - Expanded Learning	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Certificated Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Expanded Learning manages the development, implementation, and monitoring of expanded learning (learning during the traditional school year, intersession, and summer school). This involves management of all aspects of the Expanded Learning Opportunities Program (ELOP) including budget and program development, outreach to targeted students, and collaboration with and the coordination of both core and enrichment providers and vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Coordinate program components, support needs, and materials for the purpose of delivering services, which conform to established ELOP requirements and guidelines.
- Collaborate with district personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
- Serve as the district coordinator for Expanded Learning Opportunities Program (ELOP) (LEAP Academy), including planning, implementation, and evaluation of enrichment and learning activities.
- Coordinate the assessments calendar and collection of data of students participating in expanded learning programs.
- Coordinate intervention and enrichment programming for unduplicated students aligned to during the day teaching and learning.
- Serve as a district liaison 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.
- Oversee budget requirements for expanded learning programs. Maintain records of income and expenditures within program budget categories; reconcile program budget reports with district processes and timelines.
- Lead in the promotion and communication of the ELO-P program (LEAP Academy) across the district.
- Develop marketing and outreach materials, surveys, and handbooks related to expanded learning programs, including assessing needs of the student and parent population as a means of developing effective programs.
- Provide technical assistance and training to expanded learning and site personnel regarding expanded learning programs
- Works with data support staff to develop reports and templates for data analysis; disseminates information and responds to inquiries related to expanded learning.
- Perform regular site visits to assess program implementation, safety, and service delivery; provide feedback to support continuous improvement and alignment with quality standards for expanded learning programs.
- Supervise and support schools and providers in addressing student behavior using positive behavior

interventions to promote safety and program goals.
- Lead the administration of periodic, post-program, and assessment surveys by engaging students, staff, and families; collect, organize, and analyze data to support continuous program improvement and present findings to parents, staff, supervisors, and the Board.
- Manage, supervise, and monitor the workflow from central office to community-based organizations and enrichment providers.
- Work with site principals to implement ELO-P programs.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:
- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:
- Education: Equivalent to a master’s degree from an accredited college or university in education, educational leadership/administration, public administration, child development, or a closely related field.
- Experience: Three years of progressively responsible experience in education, expanded learning, student services, or a related public agency setting, including at least one year in a leadership, coordination, or program management role (such as program coordinator, site administrator, lead teacher, or equivalent).

LICENSES AND CERTIFICATES

- Valid California driver’s license required
- Valid California Teaching Credential required