Position: Executive Director - Supplemental Services	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range B	

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 Executive Director - Supplemental Services provides strategic leadership and oversight of the district's supplemental and categorical programs, including expanded learning opportunities, to promote equitable access, high-quality programming, and improved student outcomes. This role aligns supplemental services with the instructional program, LCAP priorities, and the needs of unduplicated students.

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.
- Provide vision, leadership, and oversight for all supplemental and categorical programs, including Expanded Learning Opportunities Program (ELOP), ensuring alignment with district goals and state requirements.
- Supervise and support the Coordinator of Expanded Learning and other assigned staff.
- Oversee the development, implementation, and evaluation of expanded learning programs (before school, after school, intersession, and summer programming), including LEAP Academy.
- Align expanded learning and supplemental programs with the core instructional program, supporting intervention, enrichment, and acceleration for all students.
- Lead the development and ongoing refinement of the district's Expanded Learning Opportunities Plan, monitoring compliance with Education Code and program requirements.
- Oversee categorical program planning, implementation, and compliance, including appropriate use of funds and alignment with LCAP goals and actions.
- Collaborate with site leaders to implement high-quality supplemental programs.
- Oversee systems for identifying, recruiting, and serving targeted student populations, including English learners, low-income students, and foster youth.
- Oversee program budgets, expenditures, and fiscal monitoring for supplemental and expanded learning programs.
- Establish and maintain partnerships with community-based organizations, vendors, and agencies; oversee contracts and quality service delivery.
- Lead districtwide communication, outreach, and engagement efforts related to supplemental programs, including partner recruitment, contracting, marketing materials, handbooks, and family resources.
- Oversee collection, analysis, and reporting of program data, including participation, attendance, outcomes, and stakeholder feedback; use data to drive continuous improvement.
- Oversee program quality standards for expanded learning, including safety, staffing ratios, and effectiveness.
- Conduct regular site visits to monitor program implementation, safety, and quality; provide feedback and support to site leaders and providers.
- Provide professional development and technical assistance to site staff, program staff, and partners

related to supplemental and expanded learning programs.
- Support positive student behavior systems within expanded learning programs aligned with district practices.
- Collaborate with other departments to align programs and services.
- Maintain audit readiness across programs, including documentation, reporting, and compliance measures.
- Represent the district in regional and state networks related to expanded learning and categorical 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, or a closely related field.
- Experience: Seven years of progressively responsible experience in a K–12 public education or public agency setting, including at least three years in a leadership or administrative capacity.

LICENSES AND CERTIFICATES

- Valid California driver’s license
- Valid California Teaching Credential preferred
- Valid California Administrative Credential preferred