

DIRECTOR, EXPANDED LEARNING
Classified Management

JOB SUMMARY

Under general direction of the Assistant Superintendent of Educational Services or other assigned administrator; plans, directs, organizes, administers, and evaluates the District's comprehensive expanded learning programs, including before-school, after-school, intersession, and summer programs; ensures compliance with applicable laws, grant requirements, District policies, and Expanded Learning Quality Standards; develops and administers program budgets, contracts, staffing systems, and operational procedures; supervises and evaluates assigned classified management and support personnel; coordinates services with schools, families, community-based organizations, and governmental agencies; and advances equitable access to safe, engaging, and high-quality enrichment and learning opportunities for students.

DISTINGUISHING CHARACTERISTICS

The Director, Expanded Learning is a districtwide classified management classification responsible for a large, complex, multi-site program with significant fiscal, compliance, contractual, personnel, and public accountability. The classification is distinguished from assistant director and coordinator classifications by full responsibility for program strategy, operational systems, budget administration, workforce management, external partnerships, and continuous quality improvement. The incumbent exercises substantial independent judgment within established policy and delegated authority.

When the position is filled through the classified pathway, instructional decisions requiring a California administrative credential, including formal supervision or evaluation of certificated personnel and authority reserved to credentialed educational administrators, remain assigned to an appropriately credentialed administrator. The incumbent collaborates with credentialed administrators and instructional staff to support alignment between expanded learning and the regular school day.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Superintendent of Educational Services or other assigned administrator. Exercises direct supervision over assigned classified managers, supervisors, program staff, and clerical or technical personnel. Provides program direction to contractors, community partners, and temporary personnel. Coordinates with the assigned credentialed administrator regarding certificated personnel and credential-authorized instructional functions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, directs, implements, and evaluates a comprehensive system of before-school, after-school, intersession, and summer expanded learning services across District sites.
- Develops long- and short-range program plans, goals, procedures, performance measures, and continuous quality improvement processes using the California Expanded Learning Quality Standards and other applicable guidance.
- Ensures compliance with Expanded Learning Opportunities Program, After School Education and Safety, and other applicable state, federal, grant, and District requirements; interprets requirements and recommends policy and procedural changes.
- Develops, administers, and monitors program budgets; forecasts staffing, service, equipment, material, and facility needs; authorizes expenditures within delegated limits; monitors restricted funding, direct and indirect costs, and required match or in-kind documentation.

- Prepares and maintains program plans, attendance and expenditure records, grant reports, outcome reports, audit documentation, Board agenda items, and other required records and reports.
- Develops scopes of work and coordinates the solicitation, selection, contracting, monitoring, and evaluation of community-based organizations, vendors, and service providers in accordance with District procedures.
- Directs districtwide enrollment, eligibility, attendance, family communication, and program-access systems; monitors participation and recommends strategies to address barriers and ensure equitable access.
- Establishes operational standards for student supervision, dismissal, emergency response, incident reporting, facilities, transportation coordination, nutrition coordination, and program safety in collaboration with responsible departments.
- Determines program staffing needs; participates in recruitment and selection; assigns and schedules classified personnel; supervises, trains, evaluates, counsels, and supports assigned classified employees; addresses performance concerns consistent with law, policy, and collective bargaining agreements.
- Provides leadership, training, and technical assistance to program managers, site staff, partners, and administrators regarding program operations, compliance, quality standards, and continuous improvement.
- Collaborates with credentialed administrators, teachers, principals, and program staff to coordinate enrichment and academic-support activities with District goals and the regular instructional day without displacing credential-required authority.
- Collects, analyzes, and reports student participation, attendance, stakeholder feedback, fiscal, staffing, and program-quality data; identifies trends and recommends program changes and resource allocations.
- Develops and maintains effective partnerships with families, community organizations, cities, colleges, foundations, and county and state agencies to expand services and resources.
- Responds to and resolves complex program concerns involving families, staff, sites, contractors, and community partners; refers matters outside delegated authority to the appropriate administrator.
- Represents the District at county, regional, and state meetings, professional networks, hearings, and community forums related to expanded learning.
- Researches funding opportunities and leads or supports the development, implementation, monitoring, and reporting of grants and other revenue sources.
- Maintains current knowledge of laws, regulations, funding conditions, quality standards, and best practices affecting expanded learning and school-age care programs.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education, training, and experience that demonstrates possession of the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications is:

Education: A bachelor's degree from an accredited college or university in education, child development, public administration, business administration, recreation, social services, nonprofit management, or a closely related field. A master's degree in a related field is desirable.

Experience: Five years of progressively responsible experience planning, administering, or evaluating expanded learning, after-school, summer, youth development, child development, educational, or closely related multi-site programs, including at least three years of management or supervisory experience with responsibility for personnel, budgets, compliance, and program operations. Public school district and grant-funded program experience is desirable.

License and Other Requirements: A valid California driver's license and the availability of private transportation or the ability to provide transportation between job sites. Positions assigned to programs subject to child-care licensing may require an applicable Child Development Permit or other authorization. Evening, early-morning, and occasional weekend work may be required.

Knowledge of:

- Expanded learning program models, California Expanded Learning Quality Standards, youth development principles, and practices supporting safe and engaging school-age programs.
- ELO-P, ASES, and other applicable funding requirements; relevant provisions of the California Education Code, regulations, grant conditions, and District policies.
- Principles and practices of public-sector program administration, organization, supervision, employee development, performance management, and labor relations.
- Budget development and control, restricted funding, purchasing, contracting, audit documentation, grant administration, and fiscal reporting.
- Program evaluation, continuous quality improvement, data collection, analysis, outcome measurement, and report preparation.
- Community partnership development, public relations, conflict resolution, culturally responsive family engagement, and effective written and oral communication.
- Student safety, emergency response, mandated reporting, confidentiality, records management, and applicable technology systems.

Ability to:

- Plan, direct, and evaluate a large, complex, districtwide, multi-site program and translate legal, fiscal, and grant requirements into effective operating systems.
- Develop and manage budgets, contracts, staffing plans, schedules, performance measures, and compliance calendars.
- Supervise, train, evaluate, and develop classified management and program personnel; establish accountability and resolve difficult personnel and operational problems.
- Analyze complex data and situations, exercise sound independent judgment, develop alternatives, and make timely recommendations and decisions within delegated authority.
- Build effective relationships and communicate with students, families, employees, administrators, bargaining-unit representatives, contractors, public agencies, and community organizations.
- Prepare clear, accurate, and persuasive reports, presentations, procedures, grant materials, and Board agenda items; maintain confidential and legally sufficient records.
- Work effectively under time constraints, manage competing priorities, travel among sites, and respond to urgent program needs outside regular business hours.

PHYSICAL STANDARDS

The work environment and physical demands described below are representative of those encountered while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks may vary by assignment.

Work Environment: Office, school-site, classroom, indoor, and outdoor program environments; frequent interruptions and contact with students, families, employees, contractors, and the public; travel among District and community sites; variable noise levels; occasional work outside regular business hours.

Physical Demands: Sitting, standing, and walking for extended periods; bending and reaching; operating computers and standard office equipment; hearing and speaking to exchange information and make presentations; visual acuity to review detailed records; and occasionally lifting, carrying, pushing, or pulling materials weighing up to 25 pounds, with assistance or equipment for heavier items.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Director, Expanded Learning (Classified) - Personnel Action	Personnel Action Date
Approved by the Personnel Commission	9/29/2026