

Job Summary:

The job of Director of Extended Learning Programs is done for the purpose of performing the duties necessary to successfully implement the activities of a specially-funded project - After School Programs, and providing regional technical support and assistance under the supervision of the Assistant Superintendent.

Essential Functions:

- ▶ Acts as a liaison with state, county and local regulatory agencies involved with the project and keeps informed of new laws related to the project for the purpose of operating within timely and accurate parameters of the project.
- ▶ Aligns project activities with district grade level standards in core curriculum areas to the extent practicable for the purpose of supporting academic achievement.
- ▶ Assists project participants and provides technical support for the purpose of accomplishing planned project outcomes.
- ▶ Assists with the selection of contractors for the purpose of accomplishing planned project outcomes.
- ▶ Coordinates purchases and expenditures and monitors balances for the purpose of ensuring that operations are implemented within budget compliance and funding regulations.
- ▶ Coordinates/Schedules/Facilitates cooperation between regular staff and special project staff for the purpose of accomplishing planned project outcomes.
- ▶ Determines, in advance, the documentation that will be required for monitoring and evaluation of project outcomes and designs a data collection system for the purpose of ensuring that project goals are met.
- ▶ Identifies/Resolves implementation obstacles for the purpose of developing or facilitating implementation of project goals.
- ▶ Monitors/Resolves compliance issues related to the project for the purpose of operating within compliance.
- ▶ Provides training and/or awareness for diverse audiences for the purpose of increasing knowledge, capabilities, effectiveness and capacity.
- ▶ Supports sustainability efforts as assigned for the purpose of maintaining or expanding project funding levels.
- ▶ Understands/Communicates the funding source outcomes and project activities for the purpose of applying this understanding to project development efforts.
- ▶ Facilitates communication and awareness between and among governmental, educational and community organizations and leaders for the purpose of meeting project goals.
- ▶ Guides the development of the work plan for the purpose of completing the grant requirements.
- ▶ Facilitates the regional advisory council for the purpose of getting feedback and input from regional participants.
- ▶ Ensures that the regional After School website is current for the purpose of providing relevant information and guidelines that benefit programs.
- ▶ Serves as a content expert for After School programs for the purpose of ensuring quality site programs.
- ▶ Plans/Develops/Coordinates implementation of projects for before and after school regional providers for the purpose of improving school programs.
- ▶ Provides direction and assistance to ensure that all grantees fully comply with statutory requirements and procedures for the purpose of grant compliance.
- ▶ Assists grantees and prospective grantees in building and strengthening partnerships that leverage resources for program improvement and sustainability for the purpose of developing resources.
- ▶ Researches/Analyzes/Summarizes/Coordinates the distribution of documents, research, laws, policies, and other After School program administration and instructional resources for After School programs in the region for the purpose of disseminating current information.
- ▶ Develops/Coordinates regional meetings/activities for the purpose of providing information and guidance to grantees in the region.
- ▶ Develops/Maintains regional information and communication systems for the purpose of providing information and resources regarding events, policies, and training opportunities.
- ▶ Supervises staff and contractors for the purpose of meeting grant responsibilities.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - drive an automobile;
 - operate a variety of office and presentation equipment;
 - make presentations to small and large groups using technology;
- ▶ **Knowledge of:**
 - state, federal, and local regulations and laws relating to the project;
 - theories and methods as related to the project;
 - California Content Standards K-12;
 - California accountability requirements;
- ▶ **Ability to:**
 - be tactful in interpersonal relationships;
 - maintain cooperative relationships;
 - understand and follow oral and written directives;
 - maintain cooperative relationships with those contacted in the course of work;
 - be fluent in English and target languages as required by the project;
 - manage multiple tasks and projects;
 - organize workload and self;
 - understand, interpret and apply state and federal policies, procedures and laws;
 - work flexible hours;
 - work independently.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a small work unit; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking and 35% standing.

Experience Required:

- ▶ Three years of job-related experience with increasing levels of responsibility and leadership is desired.
- ▶ Experience working in a school setting.
- ▶ Experience in project management.

Education Required:

- ▶ Bachelor's Degree in job-related area.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- ▶ Administrative Credential is desirable.
- ▶ Valid CA Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA: Exempt

April 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.