

MT. DIABLO UNIFIED SCHOOL DISTRICT

Administrator of Expanded Learning

Summary Definition

The Administrator of Expanded Learning will provide development, organization and management of school based TK-12 before school, after school, intersession, and summer Expanded Learning Programs.

Directly Responsible To

Director of Partnerships & MTSS

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Collaboratively develops partnerships for sustainability with neighborhood residents, local collaboratives, churches, county and community service providers, law enforcement, K-adult education, colleges, and foundations, in order to design, implement, evaluate and improve the after school programs. **E**
2. Maintains close working relationships with site principals, and Recreation and Community partners regarding staffing, student safety, curriculum, enrichment services, professional development and planning and problem solving. **E**
3. Supervises and evaluates certificated and classified staff at each site with input from the site administrator and district operated expanded learning program. **E**
4. Facilitates the academic, behavior and social-emotional learning alignment of the expanded learning program with the traditional school day program and district programs and initiative.
5. Support work-based learning opportunities and experiences for students TK-12.
6. Provides continual support to all sites and is available for site assistance. Visit sites on an ongoing basis. **E**
7. Coordinates with other site based services and the administrators of those programs to minimize duplication of effort and maximize resource utilization.
8. Establishes, maintains and manages program policies, procedures and record systems to demonstrate program utilization and effectiveness. **E**
9. Develops budgets and monitors expenditures. **E**
10. Responsible for completing and monitoring all local, state and federal expanded learning programs, grants, and submitting all required reports. **E**

11. Recruits and trains Expanded Learning Program staff from within the district and community, local colleges, and universities as needed to maintain appropriate staffing levels. **E**
12. In collaboration with site administrators, works with the district Human Resources (HR) office to recruit qualified candidates.
13. Represents district in negotiating agency contracts for services, evaluation, joint service agreements and service providers in order to maximize resource allocations. Maintain records for all agreements. **E**
14. Attends required state and local meetings regarding Expanded Learning Program funding and development, and networks with other programs around the state. **E**
15. Convenes and facilitates quarterly community based Expanded Learning Program Advisory meetings. **E**
16. Responsible for funding objectives and outcome evaluation congruent (to extent possible) with agency partners and reports. **E**
17. Represents the Expanded Learning Program in local community based initiatives across the district.
18. Identifies appropriate technical and computer-related systems/software required for documentation and reporting to funding sources; provides staff with appropriate training.
19. Responsible for the development, implementation and supervision of the Expanded Learning Programs.
20. Other duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience: Any combination equivalent to: Bachelor's Degree in a related field and at least 5 years experience in recreation and/or education. Demonstrated interest, ability and involvement with innovative and contemporary education initiatives and programs. Master's degree desirable, and possession or eligibility for an Administrative Credential desirable.

Knowledge of:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a school based Expanded Learning Program.
2. Ability to work with pupils and adults in a supervisory capacity.
3. Ability to exercise good judgment and tact.
4. Ability to cope with emergency situations.
5. Knowledge of basic elements of instruction.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Knowledge of curriculum and enrichment concepts and materials pertinent to an elementary and middle school program.

8. Ability to speak and write effectively.
9. Ability to work effectively with all segments of the educational community and general public.
10. Knowledge of social, personal, and physical development of children and preadolescents.
11. Knowledge of effective and grade level appropriate teaching strategies, curricular and enrichment programs and materials.
12. Knowledge of school district operations and procedures.

Skill in:

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership of teams and departments

Environment

School office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Work Year: Coinciding with After School calendar; 222 days

Salary Range: 22

Expected Board Approval 08/17/22