



**LA MESA-SPRING VALLEY SCHOOLS**

**Job Classification Description**

Equal Employment Opportunity

**Director, Extended Student Services & Expanded Learning Opportunities Program**

**JOB FAMILY:** Instruction

**SALARY SCHEDULE:** Classified Directors

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the direction of assigned administrator, directs all aspects of the Extended Student Services (ESS) program. Coordinates the alignment of the Expanded Learning Opportunities Program (ELOP) academic program with Educational Services department; responsible for observation of programs and feedback on their effectiveness; oversees ELOP funded programs that provide safe, engaging activities on and off campus for students in the areas of academics, enrichment, sports, recreation and more.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

1. Conducts regular meetings with staff to discuss and address priorities, including critical concerns; ensures that goals are clearly defined and achieved.
2. Coordinates extended learning opportunities with community partners; addresses how to best support school and district leadership in building connections between the individual school sites, the community, and community partners to effectively develop and implement the identified programs.
3. Coordinates the alignment of age-appropriate programs and activities for students with the Educational Services department, including literacy enrichment, instructional interventions, homework support, mealtime, recreational and physical activities, intramural sports leagues, STEAM focused enrichment activities and organize special events.
4. Develops and disseminates information to the school community about extended learning opportunities to ensure robust outreach and high participation rates; through collaboration with Educational Services department works with site principals to develop site-based expanded learning program plans.
5. Ensures program compliance with all applicable district wide policies and procedures, state and federal laws and regulations, including funding allocations, and standards of quality and safety.
6. Implements and maintains services through establishing guidelines and standards using measurable outcomes; uses academic and operational data to drive continuous improvement in program effectiveness.
7. Interprets policies, procedures, laws and regulations for staff and parents as necessary.
8. Provides leadership, supervision and accountability for extended learning programs, including enrollment, behavior management and staffing.
9. Provides oversight for the program budget in collaboration with district finance and site leadership.
10. Oversees and facilitates the administration of the ESSPN sports league program.
11. Oversees and manages program operations after hours and on weekends.
12. Oversees the development, organization, and implementation of ESS program to increase student achievement, as well as social and emotional skills; oversees and manages program operations after hours and on weekends.

13. Responsible for reporting information related to the ELOP funding as required by the state and to the Governing Board.
14. Responds to emergency situations; determines, directs, and implements appropriate actions required to resolve situations that occur throughout the duration of ESS program hours and beyond.
15. Selects, supervises, trains and evaluates assigned staff; work with employees to correct deficiencies and implement discipline procedures as necessary.

**OTHER DUTIES:**

1. Attends and participates in meetings, in-service trainings, workshops, and conferences.
2. Perform related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Analyze situations to define issues and draw conclusions
- Applicable laws, codes, regulations, policies and procedures
- Arithmetic calculations
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading
- Budget preparation and control
- Concepts of child growth/development and child behavior characteristics
- Conflict resolution techniques and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, regulations, policies and objectives related to position
- Effective oral and written communication skills
- General instructional techniques and strategies related to after-school programs
- Health and safety practices and procedures
- Interpersonal skills using tact, patience and courtesy
- Principles and practices of supervision and training
- Public presentation skills and techniques
- Public speaking techniques
- Recordkeeping methods and procedures
- Safe practices in classroom and outdoor activities

**Skills and Abilities to:**

- Adapt to changing work priorities
- Analyze problems, identify alternative solutions and anticipate consequences of proposed actions
- Communicate effectively in both oral and written form
- Communicate with diverse groups
- Establish and maintain cooperative and effective working relationships with others
- Gather, collate, and classify data
- Interpret, apply and explain rules, regulations, policies and procedures
- Maintain confidentiality
- Meet schedules and timelines
- Observe health and safety regulations
- Operate a computer and assigned office equipment
- Organizes and directs the activities and operations of the ESS educational and recreational program activities
- Perform arithmetic calculations quickly and accurately

- Plan and organize work
- Prepare records and reports related to assigned activities
- Schedule a significant number of activities, meetings and events
- Supervise, train and evaluate the performance of assigned staff
- Work independently with little direction

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in early childhood education or a related field and five years of experience in the management of the Extended Student Services program or a related field. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications include:

- Completed at least 48 units at an institution of higher education OR
- Obtained an associate’s or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics

**LICENSE(S) REQUIRED:**

- Valid California Class C Driver’s License and evidence of insurability

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam through District’s provider at District’s expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Driving a vehicle to conduct work
- Indoor, outdoor, office environment
- Bending at the waist, kneeling or crouching
- Constant interruptions
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information and make presentations
- Reaching overhead, above the shoulders, and horizontally to retrieve materials
- Sitting for extended periods of time
- Traffic hazards