

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Expanded Learning District Coordinator

DESCRIPTION OF BASIC RESPONSIBILITIES:

The Expanded Learning Coordinator will strengthen and align the educational and enrichment programs for students by providing leadership in planning, implementing, coordinating, supervising and capacity building through the district's expanded learning programs to develop and inspire the whole learner for college, career, and life success.

SUPERVISOR:

Under the direction and general supervision of the Director of Educational Services or designee.

TYPICAL DUTIES:

1. Plans, coordinates and implements the district's Expanded Learning Opportunities Program (ELO-P) and the After School Education and Safety (ASES) Grant Program in a variety of environments to promote whole learner development.
2. Works collaboratively and meets regularly with ELO-P site coordinators and provides ongoing program oversight and support.
3. Provides general supervision and evaluates ELO-P site coordinators.
4. Maintains records, completes and submits all required reports related to ELO-P and ASES.
5. Works closely with fiscal services department to maintain the program budget and expenditures.
6. Maintains a strong focus on equity and access for diverse student groups when developing expanded learning opportunities.
7. Works in collaboration with school personnel, parents, students and community agencies to coordinate services and ensure integration with the district's expanded learning initiatives.
8. Supports site principals in the development and implementation of BFLC Clubs and academies, services learning, mentoring and outdoor education programs.
9. Promotes and engages with outside agencies and organizations to bring enrichment services to the ELO-P.
10. Performs regular site visits to assess program implementation, program delivery, and plans to improve services to students.
11. Researches, monitors and writes federal, local and state grants relevant to Expanded learning.
12. Designs and oversees initiatives to recruit volunteers, and provide screening, training, and technical support.
13. Works with staff to design/refine instruction and supplemental support for students, including youth development, strengths-based, Arts Education Integration and SEL.

14. Collects, desegregates and analyzes various student and program data to evaluate program effectiveness and improve outcomes for learners.
15. Performs other duties similar to the above in scope and function as required.

EDUCATION, EXPERIENCE & REQUIREMENTS

- Associate degree or higher preferred
- Three or more years expanded learning experience
- Experience supervising and evaluating employees
- CA driver's license

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of employee management
- Trends in digital learning
- Organization/coordination of after school programs
- Youth Development principles
- Service Learning
- Supplemental Education Programs and Services
- Strategic and inclusive communications tools and practices

Ability to:

- Demonstrate high levels of technology proficiency
- Demonstrate strong leadership skills
- Work independently with minimal supervision
- Work cooperatively with staff, students, and community
- Train staff and evaluate as needed
- Exhibit sound decision-making
- Communicate clearly in oral, written, and electronic communications
- Demonstrate excellent organizational skills including staff accountability
- Maintain accurate records
- Develop and maintain strategic planning-aligned partnerships

Board approved: March 15, 2023