

## **GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT**

**JOB TITLE:** Expanded Learning Site Coordinator

### **DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under the direction of the District's Expanded Learning Coordinator – supervises the site's Expanded Learning Program. Builds and maintains strong connections and relationships with the school day and the before/after school program. Coordinates and develops learning and enrichment partnerships with community and youth serving agencies. Performs other related work as assigned.

**SUPERVISOR:** District Expanded Learning Coordinator

### **TYPICAL DUTIES:**

1. Implements and is present daily to supervise Expanded Learning Program at their assigned site.
2. Coordinates with teachers, administration and Expanded Learning Coordinator to provide support and access that meets the needs of students and families.
3. Actively provides outreach for students/families identified for the Expanded Learning program.
4. Maintains communication with classroom teachers to design/refine homework and remediation activities for students.
5. Consistently supports and implements youth development principles and activities.
6. Participates in District Professional Development opportunities to plan, develop and implement on-going program staff trainings including positive classroom management, mathematics, and language arts.
7. Applies the LCAP goals and seeks/supports community partnerships in coordination with the Expanded Learning Coordinator.
8. Coordinates, plans and shares lessons for Enrichment and Engagement with other program Site Coordinators.
9. Develops and maintains a program activity schedule and framework.
10. Supervises Expanded Learning program staff and conducts daily observations of transition times, routines, small group intervention and enrichment lessons.
11. Holds monthly program staff meetings.

12. Works with the Expanded Learning Coordinator in the evaluation of program classified staff.
13. Maintains program daily attendance in the District's student information system and meets deadlines to submit attendance to the District.
14. Attends monthly Site Coordinators meetings.
15. Maintains records and prepares program reports.
16. Perform other duties similar to the above in scope and function as required.

## **EDUCATION, EXPERIENCE & REQUIREMENTS**

- Any combination equivalent to: bachelor's degree in liberal studies, early childhood education, recreation, or related field; five years increasingly responsible expanded learning experience including work in before and after school.
- Experience working with students in prekindergarten, elementary and middle school.
- Bilingual in English/Spanish is desirable.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles of organization, personnel management, and staff development;
- Knowledge of or willingness to learn youth development strategies;
- Principles and practices of youth development, service learning, Social Emotional Learning (SEL), and strength- based mindset;

### **Ability to:**

- Demonstrate strong leadership skills;
- Work independently with minimal supervision;
- Work effectively with teachers, administrators, students, families, and community members;
- Plan and organize activities;
- Communicate effectively in both oral and written form;
- Supervise, train, and evaluate the performance of program IAs, volunteers, mentors and/or like staff;