

MODESTO CITY SCHOOLS

Job Description

JC# 10081

EXPANDED LEARNING PROGRAM SUPERVISOR

OVERALL RESPONSIBILITY

Under general supervision, manage and supervise Expanded Learning programs and grants at multiple sites. Overall responsibility for monitoring and assisting with the grant requirements, components, and budget for all sites. This also includes the coordination of programs and funding sources for the purpose of serving the academic and enrichment needs of students.

SPECIFIC RESPONSIBILITIES

1. Supervisor the Expanded Learning Site Coordinators and other before and after school staff members at multiple sites.
2. Assist in implementation and management of grants that support the Expanded Learning programs.
3. Ensure that the Expanded Learning grant requirements and deadlines, as determined by the California Department of Education, are met.
4. Plan and provide staff development to all before and after school staff members and provide coaching to make improvements to the program.
5. Assist in evaluation of Expanded Learning program effectiveness by utilizing multiple assessment measurement tools, including analyzing results and providing information to staff member, parents, and community collaborators.
6. Assist with overseeing the management and implementation of all the Expanded Learning grant requirements, components, budgets, and reporting at multiple sites, to assure compliance to state regulations and grants requirements, which govern these programs.
7. Establish collaborative relationships with community agencies to meet Expanded Learning grant requirements.
8. Establish collaborative relationships with site administrators to bridge the regular school day and the Expanded Learning program.
9. Coordinate Expanded Learning program services with community partnerships.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

EXPANDED LEARNING PROGRAM SUPERVISOR (continued)

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to apply curriculum development, implementation and evaluation procedures and strategies.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to implement team building and conflict resolution strategies.
- Knowledge of and ability to apply laws, codes, and regulations related to the position.
- Knowledge of and ability to apply textbook selection policies and procedures.
- Knowledge of and ability to apply management, budgeting, and contract administration principles and practices.
- Knowledge of the social, emotional, intellectual, and physical needs of students.
- Knowledge of public information principles and techniques including an awareness of community needs, interests, and concerns.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.

Experience

Minimum Requirement:

- Three (3) years successful experience working with youth in a social, educational, or organizational environment. One or more years of supervision and/or management experience.

Education/Credentials

Minimum Requirements:

- Bachelor's Degree

Desirable Qualification:

- Master's Degree

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO:

Director III, Student Support Services or designee

Cabinet Approved: 8/22/22

Board Approved: 11/7/22