

MODESTO CITY SCHOOLS

Job Description

JC # 10080

EXPANDED LEARNING PROGRAM SITE COORDINATOR

OVERALL RESPONSIBILITY

Under the general supervision, operate Expanded Learning programs at multiple sites that provide academic support, enrichment, and recreation for students.

SPECIFIC RESPONSIBILITIES

1. Recruit students and maintain enrollment and attendance to meet grant requirements.
2. Develop, coordinate, supervise, and monitor academic remediation and support, tutoring/mentoring services, and homework assistance for program students.
3. Coordinate, supervise, and monitor before and after school, summer, intersession, and Saturday recreational and cultural programs and activities for program students.
4. Link youth to appropriate resources at the school and in the community such as youth violence prevention programs, counseling and mental health services.
5. Link families to literacy, nutrition, and health education programs, parenting skills classes, and adult education.
6. Coordinate services with various school and agency staff.
7. Supervise the development and implementation of all record-keeping, data collection, and reporting as required by grant and District guidelines, including maintaining accurate fiscal and attendance reports and documents.
8. Attend required trainings and meetings.
9. Ensure and maintain safe, secure, and peaceful campuses during program hours, including developing a Safety Plan that follows school and District guidelines.
10. Supervise Expanded Learning Program Instructional Paraprofessionals.
11. Supervise line staff members and if needed, report to community agency supervisors regarding personnel matters.
12. Conduct monthly trainings for program staff members.
13. Develop training modules on specific topics for program staff and conduct those trainings in Saturday sessions.
14. Assist the Program Supervisor to evaluate and select curriculum materials for the Expanded Learning program.
15. Hold parent meetings four times per school year to provide program information and training in other areas of interest or parent concern.
16. Establish positive rapport with program students and their families and school staff.
17. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
18. Perform other related duties as assigned.

EXPANDED LEARNING PROGRAM SITE COORDINATOR (continued)

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to read, write, and speak English using proper syntax and grammar.
- Knowledge of community resources including academic support and recreational programs and parent education and training programs.
- Ability to understand and implement complex oral and written directions given in English.
- Ability to work effectively and efficiently with minimum supervision.
- Knowledge of the concepts of culture and ability to experience sensitivity to cultural diversity.

Experience

Minimum Requirements:

- Two years successful experience working with youth in a social, educational or organizational environment.

Education/Credentials

Minimum Requirement:

- High School Diploma or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License

- Valid California Driver's License

REPORTS TO:

Director III, Student Support Services or designee

Cabinet Approved: 8/22/22

Board Approved: 11/7/22