

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Coordinator of Expanded Learning

SALARY PLACEMENT: Coordinator, Rocklin Administrators Professional Association

SUMMARY:

The Coordinator of Expanded Learning, under the supervision and administrative direction of the Director of Innovation, School Programs, and Accountability, manages the development, implementation, and monitoring of extended learning (during the traditional school year), expanded learning (intersession and summer school), and before and after school intervention and enrichment programs. This involves management of all aspects of the Expanded Learning Opportunities Program (ELOP) including budget and program development, outreach to targeted students, and collaboration with and the coordination of extended/enrichment care providers and vendors.

SUPERVISOR: Director of Innovation, School Programs, and Accountability

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate program components, support needs, and materials for the purpose of delivering services, which conform to established guidelines and collaborate with district personnel and peers in other districts for the purpose of implementing and maintaining services and/or programs.
2. Serve as the district coordinator for Expanded Learning Opportunities Program (ELOP), including planning, implementation, and evaluation of enrichment and learning activities.
3. Coordinate the collection of data and assessment of students participating in expanded learning programs.
4. Coordinate tutoring and homework support programs for unduplicated students.
5. Coordinate academic and enrichment summer programming.
6. Serve as a district liaison with community and government agencies; works with community partners and organizations to build collaborative, mutually beneficial relationships, including monitoring contracts with outside vendors and community partners.
7. Oversee budget requirements for expanded learning programs. Maintain records of income and expenditures within program budget categories; reconcile program budget reports with departmental documents.
8. Develop marketing and outreach materials, surveys, and handbooks related to expanded learning programs, including assessing needs of the student and parent population as a means of developing effective programs.
9. Provide technical assistance and training to expanded learning and site personnel regarding expanded learning programs; works with data support staff to develop reports and templates for data analysis; disseminates information and responds to inquiries related to expanded learning.

10. Design student enrichment activities and methods of implementation.
11. Participate collaboratively in meetings with district staff and outside agencies as necessary to coordinate services and ensure integration with overall educational goals.
12. Perform regular site visits to assess program and safety implementation, program delivery, and plans to improve services to students; provide feedback to program staff to assure implementation of Quality Standards for Expanded Learning Programs.
13. Supervise and assist schools in addressing student behavior problems utilizing positive behavior interventions to maximize student safety and achieve program goals and objectives.
14. Performs other tasks and responsibilities as directed.

Knowledge of:

- Expanded learning state program requirements, expectations, and target populations.
- Effective before, after School, and summer enrichment programs.
- Targeted student populations including Foster Youth, students experiencing homelessness, English language learners, and students who are socio-economically disadvantaged.
- Curriculum, instruction, methodology, and effective research-based strategies for targeted student populations.
- Culturally and linguistically relevant pedagogy.
- Program evaluation and development.
- Improvement Science and/or Continuous Quality Improvement (CQI).
- Statistical techniques, child and adolescent development, and learning theory and practice.
- State and Federal Programs.

Ability to:

- Demonstrate vision and initiative for Expanded Learning Programs.
- Communicate effectively, orally and in written form, with all stakeholder groups.
- Build collaborative, mutually beneficial relationships with district, community, and business partners.
- Develop and implement expanded day, extended year, and before and after school programs.
- Gather and utilize data to evaluate programs and engage in continuous improvement to ensure the highest level of program quality.
- Manage a budget.
- Demonstrate personal resolve and constructive responses to challenges.
- Demonstrate urgency in improving student achievement and outcomes.
- Manage multiple sites and programs simultaneously.
- Prepare documentation for the purpose of complying with state/federal mandates and/or conveying information.
- Use technology to increase efficiency, communicate effectively, and coordinate work.
- Work effectively with diverse racial, ethnic, linguistic, disability, and socioeconomic groups
- Ability to give digital presentations as well as oral and written reports.
- Organize and coordinate large and small groups .
- Interpret federal, state, and local regulations.
- Advocate and communicate program needs.

EDUCATION:

A valid California Administrative Services Credential.

An earned Master's Degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university.

EXPERIENCE:

At least three (3) years of successful, full-time public-school teaching service in a certificated position(s).

Experience as a coach, coordinator, or administrator at the school, local district or District level.

Experience in designing and delivering professional development.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License
Valid California Administrative Services Credential

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. However, the employee will also work some irregular hours including afternoons, evenings, and on during school intersession. The employee will use their personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: June 22, 2022

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.