

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

EXPANDED LEARNING PROGRAM MANAGER

District Office - Classified Management

DEFINITION OF POSITION

Under the direct supervision of administration, assists in the development, coordination, and implementation of after school programs for Transitional Kindergarten (TK) - 8th grade students and community members, including, but not limited to, academic enrichment; sports and recreation; visual and performing arts; health/nutrition; technology; environmental/outdoor education; etc. Other additional duties include: scheduling and supervision of staff; coordination and implementation of school-site activities; assisting administration in project meetings (Governance Boards, Evaluation); evaluation and data collection assistance; and participation with project administration in fiscal management and required local and federal reports. Activities include: integrated academic assistance and enrichment; English language assistance; technology applications; integrated drug, alcohol, tobacco prevention; recreation and sports; applied nutrition and health education; school readiness; career preparation; and fine and folk arts. Intended outcomes are to: improve academic achievement in reading and math; increase school attendance; decrease use of alcohol, drugs and/or tobacco; increase use of computer technology; decrease juvenile crime; and plan for project sustainability.

EXAMPLES OF DUTIES

- Assist in planning and successful implementation of extended school programs.
- Recruit and enroll students to ensure daily attendance requirements are sufficient.
- Provide academic assistance, support, and supervision to all students during designated times.
- Promote participation of students, school staff, volunteers, and parents.
- Create and manage academic, homework, and enrichment components so that activities are aligned with the needs and interests of individual participants.
- Gather and maintain student data for evaluation efforts.
- Communicate and coordinate activities with school and community representatives.
- Communicate effectively with school administration, teachers, parents, and other stakeholders
- Implement student discipline in coordination with site administration.

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- Provide leadership, training, and supervision to part-time program staff to design and implement quality standards-aligned programming.
- Manage day-to-day operations of the after school program.
- Outline process for snack and meal program at the school site.
- Manage budget, scheduling, and supply orders.
- Travel to staff meetings, school meetings, and training as scheduled and required.
- Train, supervise, and evaluate support staff members.
- Build a positive, and welcoming environment for staff, students, and parents.
- Maintain accurate records (i.e., attendance, registration forms, staff sign-in sheets, etc.)
- Complete annual program evaluations, including surveys of students, staff, and parents.
- Submit all required documentation on a timely basis (i.e., attendance, emergency cards, permission forms, and surveys).
- Other related duties as assigned by the Assistant Superintendent of Education Services.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organizing and implementing a variety of extra-curricular activities for students.
- Develop and maintain positive partnerships with community organizations.
- Extensive knowledge of age-appropriate classroom and behavior management skills and age-appropriate activity and curriculum planning.
- How to de-escalate student behavior.
- How to support diverse populations and cultures.

Ability to:

- Align after school programming and school culture.
- Hold student and community success as a primary goal.
- Practice principles of collaboration.
- Work productively with independent initiative, while seeking support when needed.
- Encourage active involvement and investment of students, schools, volunteers, and community.
- Communicate effectively in oral and written expression.
- Prepare, maintain, and submit accurate and timely reports.
- Use technology to maintain student records.

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- Manage multiple projects and deadlines.
- Strong communication skills, both oral and written.
- Excellent organization skills and detail-orientation.
- A passion for working with youth.

EXPERIENCE/EDUCATION

A minimum of three (3) years of program management experience in working with youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc., A minimum of three (3) years of experience managing staff, preferably in a school district setting within recent years. Requires a bachelor degree or equivalent work experience. Bilingual preferred.

PHYSICAL ABILITIES

- The position requires ordinary ambulatory ability to retrieve work materials, frequent sitting, walking, and standing. Occasional carrying and lifting of lightweight materials (under 40 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current COVID-19 mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

SALARY AND WORK YEAR

The Expanded Learning Program Manager will be placed on the Classified Management Employees Salary Schedule. Work hours need to be flexed to accommodate evening programs. Work year is 260 days (246 work days and 14 holidays).

BOT 1/18/2022