

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## **JOB DESCRIPTION**

### **POSITION**

Director of Expanded Learning  
District Office - Classified Management

### **DEFINITION OF POSITION**

Under the direct supervision of Assistant Superintendent of Educational Services, the Director of Expanded Learning is responsible for developing and implementing all aspects of the Expanded Learning Opportunities Program, including before school, after school, intersession and summer programming district wide for Transitional Kindergarten (TK) - 8th grade students. The Director will develop and implement the following age-appropriate and standards-aligned programs: academic enrichment, sports and recreation, visual and performing arts, health/nutrition, technology, and environmental/outdoor education. Additionally, the Director will develop and strengthen community based organization partnerships, which provide a variety of opportunities for CRPUSD students year-round. Other duties include overseeing the evaluation and data collection for the Expanded Learning Department, collaborating with fiscal management in preparing required local and federal reports, and drafting and revising the annual department budget.

### **EXAMPLES OF DUTIES**

- Develops, supervises, oversees, and evaluates age-appropriate programming for students in grades TK-8;
- Ensures program compliance with all applicable district wide policies and procedures, state and federal laws and regulations, including funding allocations, and standards of quality and safety;
- Promote participation of students, school staff, volunteers, and parents;
- Gather and maintain student data for evaluation efforts;
- Oversee the department communication plan including print, email, website development, and any other communication platform adopted by the district;
- Closely collaborate with department leaders and other administrators to meet department needs and initiatives;
- Monitor and oversee ELO-P budget/reporting deadlines requirements and ensure deadlines are met;
- Works directly with community based organizations to provide high quality programming;

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- Ensure all community based organizations meet all contractual and District policy requirements;
- Responsible for collaboratively working with and overseeing the District After School Education and Safety Programs (ASES);
- Create, publish, and revise a Board approved Expanded Learning Program Plan and ASES Program plan annually;
- Provide leadership, training, and supervision to ELO-P program staff to design and implement quality standards-aligned programming;
- Manage day-to-day operations of the ELO-P program;
- Manage budget, scheduling, and supply orders;
- Participate in and facilitate meetings with stakeholders as needed;
- Build a positive, and welcoming environment for staff, students, and parents;
- Develop district systems to maintain accurate records (i.e., attendance, registration forms, etc.);
- Develop annual program evaluations, including surveys of students, staff, and parents;
- Ensure all compliance requirements are met annually;
- Other related duties as assigned by the Assistant Superintendent of Education Services.

### **DESIRABLE QUALIFICATIONS**

#### *Knowledge of:*

- Principles and techniques of preparing, producing and disseminating public information;
- Principle and techniques of establishing and maintaining good community relations;
- District organization, operations, policies, regulations, and objectives;
- Extensive knowledge of age-appropriate classroom and behavior management skills and age-appropriate activity and curriculum planning;
- How to support diverse populations and cultures.

#### *Ability to:*

- Align Expanded Learning, school and District 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;
- Use technology effectively;
- Successfully manage multiple projects and deadlines;

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- Demonstrate exceptional organization skills and attention to detail.

## **EXPERIENCE/EDUCATION**

A minimum of three (5) 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 (5) 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 health 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 8/15/2023