

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Coordinator, Expanded Learning and Support Programs

**REPORTS:** Director, Health Services/Child Development

**DEPARTMENT:** Health Services/  
Child Development

**CLASSIFICATION:** Certificated  
Management

**FLSA:** EXEMPT

**WORK YEAR:** 226

**ISSUED:** August 17, 2023

**SALARY:** 23

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**BASIC FUNCTION:**

Under the direction of the Director of Health Services/Child Development, the Coordinator of Expanded Learning and Support Programs will coordinate the planning and implementation of health services and child development programs, including, but not limited to the development, implementation, and monitoring of extended learning (during the traditional school year), expanded learning (intersession and summer school), and before and after school enrichment programs. This involves management of all aspects of the Expanded Learning Opportunities Program (ELO-P) including budget and program development, outreach to targeted students, and collaboration with and the coordination of extended/enrichment care providers and vendors. In addition, assists with the supervision and effective implementation of specially funded services and supports including behavioral health, McKinney Vento Homeless Assistance Act, Medi-Cal billing, and substance abuse prevention programs.

**REPRESENTATIVE DUTIES:**

**Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.**

**E** = Essential Functions

Coordinate program components, support needs, and materials for the purpose of delivering services, which conform to established guidelines and collaborate with district personnel and other agencies for the purpose of implementing and maintaining services and/or programs. **(E)**

Serve as the District coordinator for Expanded Learning Opportunities Program (ELO-P), including planning, implementation, and evaluation of enrichment and learning activities. **(E)**

Oversee budget requirements for expanded learning programs. Maintain records of income and expenditures within program budget categories; reconcile program budget reports with departmental documents. **(E)**

Coordinate the collection of data and assessment of students participating in health services and expanded learning programs. **(E)**

Serve as a district liaison with community and government agencies; work with community partners and organizations to build collaborative, mutually beneficial relationships, including monitoring contracts with outside vendors and community partners. **(E)**

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. (E)

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. (E)

Supervise and assist schools in addressing student behavior problems and crises utilizing positive behavior interventions and District crisis response procedures to maximize student safety and achieve program goals and objectives. (E)

Provide technical expertise, information and assistance to school and District staff regarding assigned functions; engage in strategic planning and development of safety and health policies, procedures, and programs. (E)

Identify, plan, design, and coordinate training programs for employees regarding safety, health, and assigned special projects; provide presentations, workshops, and staff development regarding school safety and topics relevant to assigned projects and programs. (E)

Function as a member of the District's management team, serve on assigned committees, coordinate with other management personnel in the areas of assigned responsibility, and execute the assigned functions of the team when needed. (E)

Coordinate and participate in administrative meetings and staff development at district and school site level as directed. (E)

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare agendas and memorandums as needed. (E)

Assist in the supervision and evaluation of personnel in the Health Services/Child Development department as directed; interview and select employees; plan, coordinate, and arrange for appropriate training of subordinates. (E)

Perform other duties and assume other responsibilities as may be assigned by the Director of Health Services/Child Development.

## **MINIMUM REQUIREMENTS:**

### **Education, Experience, Licenses, And Other Requirements:**

Bachelor's degree required in child development, education, or related field. Master's degree in related field preferred.

Possession of a valid California preliminary or professional clear teaching credential authorizing service as a teacher is required.

Possession of a valid California administrative credential authorizing service as an administrator is required.

Employment eligibility includes fingerprints, health (tb), and/or other employment clearance.

Must have valid California driver's license and automobile available for use.

Must be willing to attend evening, night, and weekend meetings.

## **KNOWLEDGE AND ABILITIES:**

### **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;
- Evidenced-based/positive behavior interventions and/or crisis interventions;
- Specially funded services and supports including behavioral health, McKinney Vento Homeless Assistance Act, Medi-Cal billing, and substance abuse prevention programs;
- District policies, procedures, memorandums of understanding and collective bargaining contracts;
- Research methods and report writing techniques;
- Principles of organization, operation, and supervision;
- Principles, practices, trends, goals, and objectives of public education;
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties;
- Budget preparation and control;
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities; and
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

### **Ability to:**

- Demonstrate vision and initiative for expanded learning programs;
- Communicate effectively, orally and in written form, with all educational partners;
- Plan, organize, coordinate, and administer health services and child development programs;
- Manage multiple sites and programs simultaneously;
- Administer assigned budgets and allocate funds;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Operate a computer terminal and audio-visual equipment;
- Write in a clear and concise manner for broad public appeal and interpretation;
- Gain cooperation through discussion and persuasion;
- Coordinate and supervise the work of others;
- Interpret, apply, and explain administrative and board policies, laws, and regulations;
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions;
- Work independently with minimum direction and supervision; work under pressure;
- Understand, analyze, and prepare comprehensive narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with district personnel, community members, and external companies and agencies in the course of performing assigned duties; and
- Supervise and evaluate the performance of staff.

## **WORKING CONDITIONS:**

### **Environment:**

#### Working conditions

- District office environment and school sites;
- Demanding timelines;
- Subject to driving to a variety of locations to conduct work during day and evening hours;
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public; and
- Indoor and outdoor environment.

### **Physical Demands:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records;
- Reaching overhead, above the shoulders and horizontally;
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete required duties;
- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel;
- Sitting for extended periods;
- Standing for extended periods;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of stepladders; and
- Physical activity may be required, which could include moderate lifting.

### **Hazards:**

- Extended viewing of computer monitor; and
- Working around and with office equipment having moving parts.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator, Expanded Learning And Support Programs and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, The Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

Board Approved: August 17, 2023