

**Job Title:** Coordinator of Expanded Learning Opportunity Program**Reports to:** Assistant Superintendent of Instructional Services**Definition:**

Under the direction of the Assistant Superintendent of Instructional Services, the Coordinator of Expanded Learning Opportunity Program will provide leadership in planning, implementing, coordinating, and supporting the District's Expanded Learning Opportunity Program (ELOP). This role involves strengthening and aligning educational and enrichment programs to meet the diverse needs of students. The Coordinator will oversee the implementation of ELOP, whether carried out by district staff or a third-party vendor, ensuring effective program management and quality oversight. Expanded learning opportunities include before-school, after-school, summer, or intersession programs designed to address students' academic, social, emotional, and physical needs through hands-on, engaging learning experiences. This is an itinerant position, and the daily schedule will be structured to meet the needs of the afterschool and intersession programs.

Essential Functions:

- Design, implement, and oversee ELOP activities, ensuring programs meet the needs of students, particularly those from underserved communities
- Develop schedules and curricula that align with the district's educational priorities and California Department of Education (CDE) standards
- Coordinate with the transportation company and the food services company to ensure students receive necessary support, including transportation and meals
- Design and coordinate professional development for ELOP staff
- Monitor student progress and ensure programs address academic and social-emotional needs
- Build relationships with community organizations, vendors, and stakeholders to expand resources and opportunities for students
- Work effectively with Expanded Learning partners, school principals, teachers, school staff, and parents to maintain good communication and involvement in the program
- Attend and participate collaboratively in meetings with district staff and outside agencies to coordinate services and goals
- Ensure adherence to state and local regulations, including grant requirements for the Expanded Learning Opportunities Program
- Perform regular site visits to assist and monitor program and safety implementation, program delivery, and plans to improve services to students
- Monitor and report problems in the ELOP setting using effective communication
- Monitor resources and services to ensure compliance with state standards for Expanded Learning
- Collect and analyze program data to assess impact, quality, and effectiveness
- Prepare and submit reports to the district and funding agencies as required
- Coordinate and conduct professional development focused on supporting Expanded Learning Opportunities
- Function as a resource to staff and provide in-services and informational programs to staff and the community
- Develop and manage the program budget in alignment with district guidelines and funding allocations
- Oversee the purchasing of supplies, resources, and services needed for program operations
- Maintains the confidentiality of student and personnel records
- Perform other related duties as needed

Secondary Functions:

- This is a single position classification
- All duties assigned are considered essential

Experience and Education:

Any combination of experience and training that would provide the knowledge and skills necessary for the



position

Certification, Licenses, and Other Requirements:

- Five years experience in a responsible educational leadership position
- Equivalent to a completion of a Master of Arts or higher degree from an accredited college or university in education administration, curriculum development and design, or closely related fields
- California Administrative Services Credential
- California Multiple Subject Teaching Credential
- Valid California Driver's License

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of affecting a school district
- Organization, management, planning, and evaluation strategies, techniques and procedures
- Curriculum and instruction design and delivery systems, including audit and evaluation processes, which determine process effectiveness
- Instructional program, function, and activity planning, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems
- Research and development strategies, processes, and techniques
- Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques
- Instructional support programs, functions and activities
- English Learners, Foster Youth, McKinney Vento students, and economically underserved students
- California Department of Education State ELOP requirements

Ability to:

- Read, interpret, apply and explain applicable laws, regulations, policies and procedures
- Compose and write reports and correspondence independently
- Communicate effectively with individuals or groups
- Compute statistics, information and recommendations related to the financial affairs of the District
- Prepare clear, concise and complete financial information and reports
- Define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop present alternative solutions
- Read analyze, interpret, apply and explain laws, rules, regulations in order to resolve complex curriculum and instruction issues and concerns
- Manage multiple projects simultaneously
- Plan, organize, develop and implement programs, budget planning, and expenditure control processes and procedures
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial
- Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication
- Establish and maintain cooperative organizational, public and educational community relationships
- Work alternative shift schedule

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. This position requires the ability to respond to students' severe physical and behavioral problems. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Body Movements: Regular activities: conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, knee flexion; demonstrate manual dexterity necessary to operate computer keyboard and other peripherals.

Lifting Requirements: Employees assigned to this classification lift, carry, and/or move objects weighing up to 25 lbs. Occasionally, they may lift, carry, and/or move objects weighing up to 25 lbs.

Vision Requirements: Ability to read handwritten or typed documents, and the display screen of various office equipment and machines; vision which allows accurate observation from a distance.

Additional Physical Requirement: Ability to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

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.

Position Environment

School site environment:

- Subject to frequent interruptions
- Demanding timelines
- Contact with employees and the public

Exposures, Risks, and Hazards associated with:

- Operating computers and computer-related equipment
- Students who can become physically aggressive

BOARD APPROVED DATE: February 11, 2025