

## **UNION SCHOOL DISTRICT**

### **COORDINATOR, LEARNING & EXTENDED PROGRAMS**

#### **The Position**

The Coordinator, Learning & Extended Programs, is a management level position under the general direction of the Director, Learning & Innovation or designee. The Coordinator, Learning & Extended Programs coordinates, develops, and organizes during and after school extended programs, staff development, assessment and projects related to curriculum and instruction. Performs related duties including: recruitment of staff and students, provides instructional leadership and acts as a liaison between programs and district.

#### **REPRESENTATIVE DUTIES**

- Lead, coordinate, and develop extended care programs
- Coordinate articulation between programs, district, schools and parents
- Serve as the director of record for district managed sites
- Oversee extended programs' leaders and teachers
- Plan and implement a variety of extra-curricular before/after school, and summer activities
- Ensure that record keeping and documentation are in compliance with district, local, state and federal requirements
- Recruit, hire, place, schedule and evaluate program staff
- Provide instructional leadership, coordination and training for extended programs' staff
- Recruit and monitor student attendance and participation in extended programs and services
- Maintain effective communication with parents/guardians of enrolled students
- Oversee fiscal management and required local and federal reports
- Advise extended programs staff in instructional strategies, use of materials and equipment, and implementation of state and federal programs and procedures
- Establish and maintain cooperative and effective working relationships with others
- Perform other duties as assigned

## **QUALIFICATIONS**

### **Required Certification, Education and Experience:**

Must have any combination equivalent to: Bachelor's degree from an accredited college or university; Master's degree with major coursework in Educational Leadership, Curriculum, Instruction or a related field; five (5) years of teaching, counseling or school psychology experience; Possess or have the ability to possess a California Administrative Credential and prerequisite Teaching or Pupil Personnel Services Credential; demonstrated leadership and organizational abilities and a valid California driver's license.

### **Knowledge of:**

Broad curricula and instructional practices, teaching strategies, content, and resources that can be used in extended programs; Content and performance standards; and implementation of change.

### **Ability to:**

Effectively communicate both in written and oral forms;  
Demonstrate technological proficiency in a variety of formats;  
Analyze and provide data for specific purposes;  
Deliver presentations, professional development and trainings;  
Provide clear direction to extended support staff;  
Maintain confidentiality of records and information;  
Consult, collaborate, and motivate adults;  
Evaluate, integrate and implement curriculum;  
Lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole;  
Act as an agent of change;  
Meet schedules and timelines; and  
Maintain regular attendance.

### **Personal Characteristics:**

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

### **SALARY & BENEFITS:**

The Coordinator, Learning & Extended Programs is compensated per the Management Salary Schedule. This position works 214 days. The District provides a competitive benefit package.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor work environment with high noise and distraction levels.

Driving a vehicle to conduct work at other sites.

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation and or training in English and, possibly, a designated language; Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Lift up to 20 or more pounds;

Carry up to 20 or more pounds;

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, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.