



Sulphur Springs Union School District

Serving Grades TK-6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351

661-252-5131

www.sssd.k12.ca.us

Coordinator for Expanded Learning Opportunities

Description

The District Coordinator for Expanded Learning Opportunities, under the direct supervision of the Director of Curriculum and Instruction, will strengthen and align the educational and enrichment programs for students by providing leadership in planning, implementing, coordinating, and supporting the District's expanded learning programs. Additionally, the District Coordinator will provide assistance in monitoring Expanded Learning Opportunities budgets and programs for compliance and fiscal integrity. "Expanded learning" includes before school, after school, summer or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences.

Major Duties and Responsibilities

1. Serve as a resource for the administration and supervision of the Expanded Learning Program.
2. Work effectively with all Expanded Learning Partners, school principals, teachers, school staff and parents for the purpose of maintaining good communication and keeping them informed and involved in the Expanded Learning Program at the assigned site.
3. Coordinate and conduct professional development focused on supporting Expanded Learning Opportunities.
4. Attend and participate collaboratively in meetings with district staff and outside agencies as necessary to coordinate services of goals in Expanded Learning Programs.
5. Perform regular site visits to assist and monitor program and safety implementation, program delivery, and plans to improve services to students.
6. Monitor and report problems in the Expanded Learning Program setting using good communication, goal setting, conflict resolution, and time management skills to the After-School Director/Coordinator and site administrator for the purpose of maintaining an effective program.
7. Monitor site resources and services to the Expanded Learning Program for the purpose of making sure that the program is in compliance with the state standards for Expanded Learning.
8. Plan and support District events as needed.
9. Function as a resource to staff and provides in-services and informational programs to staff and community.
10. Prepare reports and compile information as required, assist in grant writing efforts.



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11. Participate in periodic review of various Board policies and administrative procedures and assist with the development of recommended revisions.
12. Work collaboratively with Expanded Learning Opportunities Program partners.
13. Perform other duties as assigned.

Supervision Exercised or Received

Under the immediate supervision of the Director of Curriculum and Instruction.

Minimum Qualifications

- Possession of a valid administrative credential authorizing service as an elementary level administrator.
- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in the field of education, including the areas of administration, supervision, and curriculum development.
- Knowledge of After-school programs
- Five years' experience in an educational setting.

Desirable Qualifications

Ability to:

- Support teachers in implementing research-based instructional strategies to benefit all students.
- Communicate with multiple stakeholders to support student learning.
- Plan, prepare and articulate a budget with multiple categories and expenditures.
- Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
- Establish and maintain collaborative organizational, public and educational community relationships.
- Communicate effectively orally and in writing.
- Ability to function as an effective member of the management team.
- Ability to effect positive change in staff and programs
- Bilingual preferred (Spanish and English).

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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- **Body Movement**
Regular activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting Requirements**
Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds.
- **Vision Requirements**
Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those 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.

- **Positive Environment**
Work is usually performed in a District office environment.
- **Exposures, Risks and Hazards**
While performing the duties of this classification, the employee occasionally is exposed to the normal risks of installing computer- related equipment.

The Sulphur Springs Union School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Board Approved: October 26, 2022