

**ALISAL UNION SCHOOL DISTRICT  
PERSONNEL DIVISION  
JOB DESCRIPTION**

**PROGRAM MANAGER OF EXTENDED LEARNING PROGRAMS**

**PRIMARY FUNCTION:** Plan, organize, and direct the operations of the District's Extended Learning Programs including, yet not limited to, before/after school, Saturday, sports, music, and fine arts; Provide services to students and parents in alignment with district, state and federal mandates; Provide leadership necessary to maintain and promote quality, cost-effective programs.

**DIRECTLY RESPONSIBLE TO:** Assistant/Associate Superintendent or Designee

**MAJOR DUTIES AND RESPONSIBILITIES:**

Ensure Extended Learning goals set forth are in alignment with district, federal and state regulations, the California Department of Education, Multi-tiered System of Supports, Alisal Management Labor Accord and as directed by the Superintendent.

Develop, organize and implement developmentally appropriate Extended Learning programs, to include MTSS, family/community involvement, staff development and training, and social-emotional strategies for the purpose of meeting the needs of the Whole Child.

Lead the efforts to align Extended Learning programs, including frameworks, standards, foundations, curricula, instructional materials, assessment, intervention, enrichment, social-emotional, and parent involvement component.

Administer and supervise implementation of all Extended Learning expectations to ensure total program effectiveness and compliance.

Build AUSD staff capacity related to Extended Learning and supervise and evaluate the performance of assigned staff.

Assist in the selection of qualified certificated and classified candidates.

Provide leadership and support to management staff in designing and using a learning environment that supports the District's academic, behavior, and social-emotional goals.

Oversee and monitor the placement of students in all Extended Learning programs

Prepare and administer budgets for all Extended Learning programs; assists coordinators with the control of expenditures in accordance with budget allocations; monitors and analyzes costs.

Keep informed of supplemental funding sources and apply as sources become available.

Develop and submit grant applications, funding proposals, contracts, etc., for all extended learning programs.

Identify the needs of families in the community and develop strategies to help children participate in extended learning activities.

Develop a plan for establishing communication channels between the District's Extended Learning programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of our programs.

Attend meetings related to Extended Learning, the District, public, private, and State and Federal entities.

Consult with the Business Department regarding the use of facilities; ensure the indoor and outdoor environment at all sites meets, district, State and Federal requirements.

Keep up to date with laws and regulations regarding State and Federal procedures concerning Extended Learning services.

Participate in meetings with parents, teachers, staff members and the general public to demonstrate or explain Extended Learning services being offered in the AUSD.

Oversee the coordination of the activities of the Extended Learning services with District and site staff.

Oversee Extended Learning enrollment and attendance to ensure appropriate identification and recruitment of learners and that the necessary caseloads of students are met to fulfill best practices and contract requirements.

Assist in the purchase of indoor and outdoor equipment, instructional materials, and supplies for all Extended Learning programs.

Perform other related duties as assigned.

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**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Comprehensive organization, activities, curriculum development, supervision, goals and objectives of Extended Learning services; CA Common Core State Standards (CCSS); School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement; Principles, theories, practices, methods and techniques used in K-6 education curriculum development, classroom instruction, instructional supervision and student learning; Principles, theories, practices, methods and techniques for counseling, guidance and discipline which promote appropriate student conduct and motivation for student learning; Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques; Every Student Succeeds Act and related standardized testing requirements applicable to the Extended Learning programs.

**Experience:** A minimum of five (5) years of teaching experience, including 3 years in an elementary setting.

**Education:** A master's degree or advanced degree of at least equivalent standard from a recognized college or university. Appropriate teaching and administrative services credentials.

**Ability to:** Demonstrate effective instructional, organizational, and administrative leadership. Set school wide operational priorities and manage time effectively. Work independently with little direction. Analyze problems, identify potential solutions and make appropriate and effective decisions. Establish and maintain effective organizational and community relationships. Work in a diverse socio-economic and multicultural community. Communicate effectively both orally and in writing. Effectively work in a demanding environment. Train and evaluate the performance of assigned staff. Interpret, apply and explain rules, regulations, policies and procedures. Operate a computer and job-related equipment. Maintain consistent, punctual and regular attendance. Meet schedules and timelines.

**PREFERRED QUALIFICATIONS:**

Bilingual (English-Spanish) proficiency

Administrative experience at the site or district level

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Physical strength to perform the tasks that may be required of a Director; these physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
3. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
4. Physical strength sufficient to lift 25 pounds
5. Ability to sit for prolonged periods of time
6. Demonstrated ability to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT

The work year for this position is 206 days

BOARD APPROVED: 8/22/2019  
REVISED: 09/15/2021