

COORDINATOR, EXTENDED SCHOOL SERVICES

PRIMARY FUNCTION:

Under the immediate supervision of the Assistant Superintendent of Learning Support, shall be responsible for the development, implementation, administration and evaluation of before- and after-school services and programs.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

1. Build and communicate effectively collaborative working arrangements with parents, community organizations, and school staff.
2. Coordinate with principals and other departments to ensure safe and orderly transportation services and facilities for Extended School Services.
3. Design extended school program curriculum and activities to augment state academic standards.
4. Develop, implement, and monitor all activities in Extended School Services.
5. Develop and maintain office procedures consistent with an efficient and effective operation.
6. Follow fiscal policies in collection and disbursement of funds; work collaboratively with fiscal services to manage funds.
7. Monitor student progress and coordinate with site personnel to provide needed academic interventions.
8. Plan and coordinate ongoing staff development activities and staff meetings.
9. Provide leadership and organization while managing change in the Extended School Services program.
10. Provide resources and supplies for Extended School Services activities.

11. Select, assign and supervise, and evaluate personnel assigned to the Extended School Services program.
12. Supervise and oversee the application for and management of all after school program grants.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting. Supervisory experience preferred.

EDUCATION/CREDENTIALS:

Valid teaching credential. Appropriate Master’s degree, and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.