

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: EXTENDED SCHOOL SERVICES MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Special Education and Student Services, manages the day to day operations of the Extended School Services program. Is responsible for the development, implementation, administration, and evaluation of before-and after-school services and programs; supervises and evaluates assigned personnel.

#### **ESSENTIAL DUTIES:**

Administers basic first aid and CPR.

Assures activities and operations meet program requirements as defined by the After School Safety and Education (ASES) program grant.

Communicates with all levels of staff through a variety of methods to provide information regarding deadlines, program advancements, and other ESS related matters.

Communicates with principals, other departments, parents, and community agencies to coordinate activities, resolve issues, and/or exchange information; responds to program specific school inquiries as needed.

Develops and maintains office and program procedures consistent with an efficient and effective operation.

Follows fiscal policies in collection and disbursement of funds of assigned budget; works collaboratively with fiscal services to manage funds.

Implements district and other mandated policies, procedures and/or processes.

Manages and performs personnel administrative functions.

Manages assigned special projects.

Oversees and manages program operations after hours and on weekends.

Prepares and maintains a wide variety of complex written materials.

Provides leadership and organization while managing change in the ESS program.

Receives recommendations from Special Education Program Managers and other special education personnel regarding IEPs and 504s for the purpose of maintaining safety of students with special needs.

Researches a wide variety of topics related to youth development and makes recommendations to maximize program development and growth.

Responds to emergency situations; determines, directs, and implements appropriate actions required to resolve situations that occur throughout the duration of ESS program hours and beyond.

Serves on District and county committees.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Analyze situations to define issues and draw conclusions.

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Concepts of child growth/development and child behavior characteristics.

Conflict resolution techniques and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, regulations, policies and objectives related to position.

First Aid/CPR techniques.

General instructional techniques and strategies related to after-school programs.

Health and safety practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Principles and practices of supervision and training.  
Safe practices in classroom and outdoor activities.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Observe health and safety regulations.  
Operate a computer and assigned office equipment.  
Organizes and directs the activities and operations of the Extended School Services educational and recreational program activities.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Prepare records and reports related to assigned activities.  
Schedule a significant number of activities, meetings and events.  
Gather, collate, and classify data.  
Maintain confidentiality.  
Supervise, train and evaluate the performance of assigned staff.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school or equivalent GED, including college-level course work in early child development or related area of study and five years of experience in the ESS program or a related field, with at least two years of experience in a supervisory capacity. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics in an unrelated field supplemented by related training or education may suffice.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid California Class C Driver's License and evidence of insurability  
Valid CPR and First Aid certificate

**WORKING CONDITIONS**

**ENVIRONMENT:**

Indoor office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.  
Seeing to view a computer monitor.  
Lifting and carrying moderately heavy objects and information technology equipment.  
Reaching overhead, above the shoulders and horizontally to retrieve materials.  
Bending at the waist, kneeling or crouching.

**FLSA Status**

Exempt

**Approval Date**

6/21/2018