

# Sacramento County Office of Education Job Description

## Classification Title: Expanded Learning, Regional Lead

### **DEFINITION**

Under general direction, serves as an expanded learning specialist and regional lead; coordinates appropriate technical assistance, professional learning, and compliance monitoring support to programs, schools, and districts. Performs other related duties.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Technical and clerical personnel.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Works with participating school sites, districts, before and after school programs, and community partners to support expanded learning program improvement; develops, facilitates, and provides professional learning for expanded learning programs, educators, and providers; provides technical assistance in the design, implementation, evaluation, and monitoring of research-based quality before school, after school, summer, and intersession enrichment and learning programs; provides regional support and expertise to assist county offices in the region to develop expanded learning programs; participates in interdepartmental collaboration and statewide committees; gathers and analyzes program data; completes and submits required reporting.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California teaching credential; successful K-12 teaching experience; successful experience in supporting and providing expanded learning programs; experience in developing curricular materials and professional learning activities in after school programs.

#### **Knowledge of:**

California Department of Education, Expanded Learning Division's Quality Standards; expanded learning funding sources and programs, including Expanded Learning Opportunities (ELO), After School Education and Safety (ASES), 21<sup>st</sup> Century Community Learning Centers (CCLC), System of Support of Expanded Learning (SSEL), and Science, Technology, Engineering and Math (STEAM); characteristics of quality K-12 before, after, summer, and intersession school programs; technical assistance needs of expanded learning programs; strategies for identifying and supporting research-based practices; effective professional learning strategies; local, state and federal programs related to expanded learning; standard software applications and video-conferencing platforms.

#### **Skill and Ability to:**

Identify and secure funding to support long-term fiscal sustainability of expanded learning programs; evaluate and assess program effectiveness; identify and disseminate standards-aligned curriculum; coach and mentor expanded learning providers; plan, coordinate, deliver, and assess professional learning activities; develop and implement regional communications systems and develop partnerships; manage the work, set priorities, and evaluate progress toward outcomes; communicate concepts and information clearly, concisely, and accurately orally and in writing with proper grammar usage; initiate and facilitate interaction with individuals and among group members; model strong interpersonal skills necessary to develop and maintain effective communication and collaborative working relationships with individuals and groups from diverse backgrounds; integrate the use of technology to enhance job performance.

#### **Other Characteristics**

Possession of valid California driver's license and willingness to travel as needed.

2/2022