

# Sacramento County Office of Education Job Description

## Classification Title: Coordinator, Expanded Learning

### **DEFINITION**

Under general direction, coordinates support, technical assistance, professional learning, and compliance monitoring to enhance the implementation of quality expanded learning programs in schools, and districts across the region. Collaborates with local, regional, and state educational and community partners to identify and distribute resources and best practices for improving and sustaining expanded learning programs. Performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel, as assigned.

### **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.)

#### **Professional Learning**

Coordinates and monitors the delivery of professional learning for Expanded Learning educators and program administrators within the region to ensure integration of Expanded Learning Quality Standards and State content standards; assesses professional learning needs of expanded learning educators, administrators, and programs; identifies professional learning facilitators and content providers; prepares and facilitates the processing and implementation of provider agreements and memorandums of understanding (MOUs); coordinates activities of subcontractors.

#### **Technical Assistance**

Coordinates and guides the development and delivery of technical assistance to support expanded learning programs and partners across the region; provides technical assistance in the design, implementation, evaluation, and monitoring of research-based quality before school, after school, and non-school-day enrichment and learning programs; develops tools, collects data, and generates reports to evaluate the effectiveness of technical assistance and inform continuous improvement; conducts local, regional, and state-level Expanded Learning site visits; provides individualized coaching and mentoring to local and regional expanded learning administrators, community-based organizations and partners in the design and implementation of quality expanded learning programs.

#### **Program Development and Support**

Coordinates the development of After School Education and Safety (ASES) and Expanded Learning Opportunity Program (ELO-P) Plans, in collaboration with department director; provides regional support and expertise to assist county offices in the development of expanded learning programs; coordinates and facilitates planning meetings with program partners, including communities of practice and advisory meetings; assists in the creation of funding proposals and guides and supports to program partners in the development of their funding proposals; identifies and leverages resources to support the quality and improvement of regional expanded learning programs; develops and distributes materials and communications to promote expanded learning programs and opportunities; participates in interdepartmental collaboration and statewide committees; delivers presentations at conferences and events; ensures successful completion of overall program requirements within established workplan and timelines; selects, trains, supervises, and evaluates the work of assigned staff; facilitates data collection and prepares reports; performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

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

Possession of a valid California teaching credential; administrative services credential and advanced degree in education desired; successful K-12 teaching experience; successful experience supporting implementation, developing curricular materials, and providing professional learning activities for expanded

learning programs desirable.

**Knowledge of:**

California Quality Standards for Expanded Learning; continuous quality improvement processes; expanded learning funding sources and programs, including ELO-P, ASES, 21<sup>st</sup> Century Community Learning Centers, System of Support of Expanded Learning, and Science, Technology, Engineering and Math; 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; select, train, supervise, and evaluate staff; 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.

12/2023