

**Sacramento County Office of Education Job Description**  
**Classification Title: Director I, Expanded Learning**

**DEFINITION**

Under general direction plans, organizes, and provides leadership and technical assistance to local educational agencies (LEAs), schools, and the Sacramento County Office of Education (SCOE) to support the on-going development, continuous improvement, and implementation of regional Expanded Learning programs in collaboration with partnering agencies.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

Professional, technical, and clerical staff as assigned.

**DUTIES AND RESPONSIBILITIES**

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

Leads, coordinates, and directs the development and implementation of ongoing, needs-driven technical assistance and support services for expanded learning programs across the region aligned with State guidance and Quality Standards for Expanded Learning Programs; builds capacity of the County Office to provide technical assistance for Expanded Learning programs, including program compliance and support, coaching and mentoring, resource identification, and program evaluation to ensure continuous quality improvement; develops, implements, and refines systems and procedures to monitor regional technical assistance services; develops tools and processes to identify program needs across the region; implements a system to provide universal, targeted and critical technical assistance; identifies and contracts providers to deliver professional learning for district and school expanded learning programs; develops and administers region-wide coaching program for expanded learning program managers to enhance their capacity and knowledge of state and federally funded expanded learning programs; leads and directs the site visit process to ensure compliance with program standards throughout the region; manages, creates, secures, and delivers evidence-based and standards-aligned professional development opportunities for expanded learning programs, including conferences, workshops, and communities of practice; organizes and facilitates regional Expanded Learning Network meetings; facilitates, liaises, and provides resources at meetings with local, regional, state, and federal agencies and community-based organizations; identifies funding opportunities, leads grant development, and procures resources to support expanded learning programs in the region; promotes partnerships among local and state educational agencies, related programs, and community agencies; facilitates interdepartmental collaboration on projects promoting cohesion between instructional day and expanded learning programs; ensures compliance with grant and program reporting requirements and directs monitoring, preparation and submission of reports for state and federally funded expanded learning programs; supervises the execution of sub-contracts for project services; maintains technical assistance records, compiles and analyzes results-based accountability data, and other information to assess project outcomes; selects, trains, supervises, and evaluates the work of assigned staff; performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a valid California Administrative Services Credential and possession of a master's degree in education, administration, or a related field, and four years of increasingly responsible leadership experience in a public education setting required. Preferred experience includes supporting Expanded Learning Programs and the development and delivery of professional learning and technical assistance.

**Knowledge of:**

State curriculum standards, frameworks, and multi-tiered systems of supports; Quality Standards for Expanded Learning; local, state, and federal, funding sources, programs, guidance, and requirements related to assigned duties, including Expanded Learning Opportunities Program (ELO-P), After School

Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), After School Safety and Enrichment for Teens (ASSETs), System of Support of Expanded Learning (SSEL), and Science, Technology, Engineering and Math (STEAM); characteristics and operational requirements of quality K12 before, after, summer, and intersession school programs; principles and best practices related to educational data collection and data-driven decision making; local, regional, and statewide Expanded Learning educational and community resources and services; current research, trends, and promising practices in Expanded Learning; effective professional learning and technical assistance strategies, including coaching, mentoring, consulting, training, resource brokering, and facilitation; theories, techniques, and methods of teaching and assessment, including the diverse cultural, educational, and social needs of students and adults; effective communication, collaboration, and facilitation methods and strategies; principles of grant and program administration, budget development and management, assessment and reporting; principles and practices of effective project management, including day-to-day operations and long-term project development; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices.

**Skill and Ability to:**

Provide direction and positive leadership; engage staff and educational partners in collaboration, creative problem-solving, conflict resolution, and group planning to implement program and project objectives; lead planning, development, and delivery of technical assistance and professional learning; identify related resources and provide direction and guidance in the planning and delivery of technical, specialized, consultative, advisory services; collect, analyze, and interpret data to ensure continuous program improvement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; assess the effectiveness of expanded learning programs region-wide; organize and prioritize work; exercise a high degree of judgment and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; establish and maintain effective collaborative relationships with individuals and groups from various cultural and socioeconomic backgrounds; communicate information accurately and effectively in both oral and written form; effectively transmit knowledge and skills to a variety of educational and community partners; interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; develop and meet schedules and timelines; integrate the use of technology to enhance job performance; develop, document, and manage processes and procedures; prepare reports and maintain required records; supervise, train, manage, direct, and evaluate the work activities of assigned staff; develop and monitor budgets and expenditures; operate standard office equipment and use standard software applications, including video-conferencing platforms.

**Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; and willingness to travel regionally and throughout the state as required.