

DELANO UNION SCHOOL DISTRICT

DIRECTOR OF EXTENDED LEARNING OPPORTUNITY PROGRAM (ELOP)

JOB SUMMARY:

Under the direction of the Superintendent or administrative designee, the Director of Expanded Learning Opportunity Program (ELOP) will oversee the operation and management of grant awards for the Expanded Learning Opportunities Program. The Director of ELOP will provide training for all staff of the after-school program. The Director will supervise site leads at all after school programs to ensure students successfully transition from the regular school day to ELOP or before and after school programs, summer school, intercession, Saturday Schools, and all other before and after school programs. The Director will evaluate the social and academic growth of students through data analysis and recommend changes to improve the quality of programs. This position requires flexible, non-traditional work hours.

REQUIRED QUALIFICATIONS:

1. Credential: Current administrative services credential; and appropriate teaching credential (multiple or single subject).
2. Education: Bachelor's Degree; Master's Degree or higher in education, or related field is preferred.
3. Experience: Demonstrated successful classroom teaching experience in K-8 grades. School site (K-8) administrative experience preferred. Successful recent experience and demonstrated successful leadership skills in school improvement, instruction, and intervention. Demonstrated ability to meet the needs of a diverse student population. Ability to work with both District and site administration in implementation of the Expanded Learning Opportunity Program. Demonstrated ability to work cooperatively and interdependently with district and school site staff. Ability to effectively communicate both verbally and in writing.
4. Personal Qualities: Demonstrated interpersonal and organizational skills; demonstrated leadership ability and the capacity to work successfully as part of an administrative team; demonstrated commitment to positive, respectful, collaborative relationships with students, staff, parents and community.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Supervises, oversees, and evaluates all Expanded Learning Programs to include ELOP, ASES, and all expanded learning staff members at multiple sites.
- B. Oversees and supervises all Summer School, intercession and Saturday School programs.
- C. Monitors school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements.

- D. Maintains student and staff records, analyzes program data, and prepares and submits required reports.
- E. Facilitates and/or provides professional development for program staff, provides onsite coaching support, and parent education workshops to improve program quality.
- F. Attends multiple functions; including those conducted on weekends and at night.
- G. Collaborates with District and site administrators to design, implement, promote and supervise student achievement and enrichment activities for all expanded learning programs to include ELOP, and ASES.
- H. Evaluates the ELOP and ASES program effectiveness by utilizing multiple assessment measurement tools; including analyzing results and providing information to students, staff, parents, and community collaborators.
- I. Evaluates and works collaboratively with the school site to design/select curriculum and instructional materials.
- J. Develops, implements, and monitors supplemental after school intervention programs.
- K. Respond to and resolve parent, student and staff complaints.
- L. Maintains flexible work hours.
- M. Makes connections with community and outside vendors to provide a rich robust program.
- N. Communicates with parents regarding expanded learning programs.
- O. Prepares a variety of documents, reports, written materials, and recommendations for the purpose of communicating information to parents and staff.
- P. Assist site administrators in the organization and administration of extracurricular athletics and physical activities, both intramural and interscholastic.
- Q. Provide leadership in the selection, assignment, and evaluation of athletic coaches, activity leaders, and related staff members.
- R. Performs other administrative duties as assigned by Superintendent or administrative designee.
- S. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

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|----|------------------------|----|-----------------------------|
| 1. | Seldom = Less than 25% | 3. | Often = 51.75% |
| 2. | Occasional = 25 - 50% | 4. | Very Frequent = 76% & above |

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 20 lbs.
- 1 h. Ability to carry 15 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in appropriate meetings involving administration, paraprofessionals, and other school staff.
2. Gives, understands, and carries out oral and written directions; works effectively under stress and changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of all materials.
6. Meets timelines and schedules.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.

Approved: 9/18/2023