

Delano Union School District

Lead Administrator of Expanded Learning

JOB SUMMARY

Under the supervision of the Superintendent or designee, the Lead Administrator of Expanded Learning Opportunities Programs (ELO-P) coordinates and provides leadership for the implementation and management of all ELO programs and related activities; and implements and maintains services within established guidelines and standards of these programs. The ELO-P Lead Administrator collaborates with the ELO Team (PE-ASP department staff and site ELO staff) to develop and execute ELO programs and activities, develops working relationships with local businesses, and acts as the liaison between community partners and the school district.

REQUIRED QUALIFICATIONS:

- A. Education and experience: Bachelor's Degree, including all courses needed to meet credential requirements. Five (5) years of successful teaching experience in any of grades K-8. Previous administrative experience is desired but not required.
- B. Credential and licenses: General Administration, Standard Administration, or Administrative Services credential. Valid California driver's license, maintained during the course of employment.
- C. Knowledge of: Applicable laws, policies, and regulations related to assigned activities; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students; correct English usage, grammar, spelling, punctuation and vocabulary; record-keeping techniques.
- D. Abilities and Skills: Read, interpret, apply and explain rules, regulations, policies and procedures; demonstrate effective instructional, organizational, and administrative leadership; follow safety procedures and written & verbal instructions; work cooperatively with staff, students & public; make independent decisions; work autonomously; demonstrate good judgment & good problem-solving skills; organize tasks, set priorities and meet deadlines; manage multiple tasks; direct, supervise and instruct others; respond appropriately to evaluation and changes in the work setting; analyze problems, determine alternative solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; plan, develop, and maintain effective organizational and community relationships.

- E. Personal Qualities: Integrity and emotional maturity; interpersonal and organizational skills; leadership ability and the capacity to take initiative and work successfully as part of a team; commitment to positive, collaborative relationships with students, staff, parents and community; willingness to obtain additional training in areas related to job function, knowledge, abilities, and skills.

ESSENTIAL FUNCTIONS

1. Assists in the development of Expanded Learning Opportunity programs and services in order to improve student outcomes in programs linked to the regular instructional day.
2. Conducts site visits for the purpose of identifying and responding to technical assistance needs.
3. Coordinates with district, and site administrators, teacher leaders, community partners, and others in order to serve as a liaison and resource, identifying training needs and/or coordinating professional development services with districts.
4. Designs services (e.g. fiscal responsibility, department forecasting, etc.) in order to implement professional development program activities that address identified training needs.
5. Develops and maintains plans and databases, and issues reports containing accurate information to the correct sites, departments, and offices in a timely manner.
6. Maintains a variety of physical and electronic files and/or records (e.g. attendance, surveys, etc.) in order to provide up-to-date reference and compliance with regulatory requirements and established guidelines.
7. Processes documents and materials (e.g. ELO programs, ASES, Common Core State Standards, STEM, etc.) in order to disseminate information to appropriate parties in a timely manner.
8. Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
9. Collaborates with a wide range of community and school partners while designing, implementing, and monitoring the ELO program.
10. Utilizes innovative and creative curriculum and instruction appropriate for K-8 students; curriculum development and instructional program delivery strategies; district supervision and evaluation procedures; performance evaluation techniques

pertaining to program and personnel performance effectiveness; human relations strategies, conflict resolution strategies, and team building principles and techniques.

11. Perform other duties as assigned.

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:

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

- 2 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.
- 2 g. Ability to lift 25 lbs.
- 2 h. Ability to carry 25 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

- 1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
- 2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.

3. Effectively operates the student information computer software.
4. Prioritizes and schedules work; meets timelines and schedules.
5. Maintains and establishes appropriate confidentiality of materials.

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 the responsibilities, duties and skills required of personnel so classified.

Board Approved: 9/12/22