

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9560
EXEMPT

EXPANDED LEARNING PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of the Executive Director, Safe & Healthy Kids and assigned Area Supervisor, Expanded Learning Program (ELP) plan, organize, coordinate and implement an educational Expanded Learning Program in-line with the school district academic plan; prepare and deliver instructional materials; supervise staff and students at a designated school site; plan, organize, coordinate and implement the operations and activities of assigned Expanded Learning Program to enhance educational effectiveness and efficiency; supervise and evaluate the performance of classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer, plan and deliver a curricular program, based on California state approved standards, quality educational resources and in consideration of individual student needs, to assist students in achieving academic, social and emotional goals.
- Administer and interpret assessment data to determine adequate progress, determine those in need of supplemental or intensive intervention.
- Assess students to determine present level of academic performance; use assessment data to inform instructional practices, monitor and maintain student assessment data; support program administration in administering local and state assessments and provide data analysis as assigned.
- Assess student's social and emotional needs; work in collaboration with school personnel, parents, students and community agencies to provide guidance and counseling.
- Assist with evaluating budgetary and financial data as assigned to ensure expenditures are in accordance with established limitations.
- Collaborate with administration and implement the school district's interpretation of in-depth diagnostic measures or additional assessments commonly used at the school site.
- Consult with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Consistently assess student achievement through screening, progress monitoring, diagnostic and outcome measures.
- Communicate with parents/guardians through a variety of means.
- Coordinate and plan the work of Expanded Learning Program Site Lead and Paraeducator(s) assigned to the classroom; prepare and maintain a current work schedule for Expanded Learning Program staff.
- Plan, coordinate and implement Expanded Learning Program to enhance educational effectiveness and efficiency in assigned school district; assist in ensuring that related activities comply with established California state curricular standards and federal initiatives governing the education of all K-12 students.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned for each student enrolled, including but not limited to, student goals and objectives, academic growth, conference information from parents and other professionals; complete and submit

attendance records and all other reports; prepare county and/or state reports as assigned and/or required.

- Provide individual and group instruction designed to meet individual needs; motivate students to meet and/or exceed established goals.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to assure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor(s) who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule as assigned
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California content standards.
- California standards for the teaching profession.
- Child guidance principles and practices.
- Classroom procedures that promote appropriate student conduct and motivation for student learning.
- Current techniques and procedures regarding curriculum and instructional design and delivery

systems, and program evaluation strategies.

- Current trends and research concerning the growth and development of children.
- Curriculum and instruction, goals and objectives.
- Planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness.
- Principals of training and providing work direction.
- Principals of effective professional learning and coaching.
- Research methods, report writing and data collection.
- Scientific-based reading research and evidence-based practices for teaching reading and assessing student progress toward achievement of benchmarks.
- Standardized and performance based assessment practices.
- Standards of training and providing work direction.
- Effective teaching strategies.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Analyze instruction.
- Coordinate communications, information, personnel, and resources to assure smooth and efficient activities in job assignment and/or assigned program.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Develop and implement modifications and intervention strategies to match specific student needs.
- Establish effective and appropriate rapport with students.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education in accordance with each student's ability.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Use appropriate core and supplemental intervention materials that align with district and state curriculum/
- Use technology in the teaching/learning process.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:

- Two years experience working with students to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Teaching/Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment, with some outdoor/playground activities.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 08/018/2019

Revised: 09/30/2019; 11/01/2021