



Coord 8 / Dist Extended Day

Purpose Statement

The job of Coord 8 / Dist Extended Day is done for the purpose/s of providing leadership, management, and coordination of District Extended Day grant activities and requirements throughout the District; collaborating with District and community partners to provide and sustain comprehensive Extended Day grant programs throughout the District; monitoring specific site programs; coordinating site assessment and evaluation through data collection and analysis; maintaining a variety of electronic and print records; collaborating with other District personnel regarding grant applications and requirements; and promoting quality Extended Day grant programs throughout the District.

This job is distinguished from similar jobs by the following characteristics: Districtwide.

This job reports to Director of Student Services

Essential Functions

- Assists Extended Day School Managers with hiring, supervising, training, monitoring and evaluating staff, volunteers and instructors for the purpose of ensuring the smooth functioning of the program and services.
- Collaborates with others (e.g. principal, teachers, district administration, parents, students, community organizations, etc.) for the purpose of implementing, maintaining and providing continuity of services to meet school-wide goals.
- Coordinates and implements the assessment and evaluation process for site center for the purpose of ensuring that programs are meeting the goals of supporting student learning.
- Develops implements and manages District wide extended day grant programs and services (e.g. academic support and remediation, youth development and enrichment, and family education, etc.) for the purpose of improving student achievement and family involvement.
- Maintains a variety of manual and electronic files and/or records (e.g. attendance rosters, financial information, required reports, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Manages specified grant budget(s) (e.g. forecasting, determining expenses, revenue sources, fees, expenditures, etc.) for the purpose of providing fiscally responsible accountability for grant funding.
- Participates in organization of staff training for the purpose of preparing staff for their program responsibilities.
- Participates in meetings, workshops, trainings, professional development and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Plans and implements a continuum of school-based programs and services for the purpose of addressing student and family needs, including academic support programs, youth development and enrichment, and family/community education and support services.
- Prepares a variety of communications (e.g. notices, calendar of events, parent handbooks, registration forms, news releases, etc.) for the purpose of providing program communication to the the public in English and in Spanish.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or program requirements.

- Presents information to District and Community groups for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Tracks staff hours and schedules as well as program purchases and expenditures for the purpose of monitoring time and program costs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8

