



## **Mgr 4 / Extended Day**

### **Purpose Statement**

The job of Mgr 4 / Extended Day is done for the purpose/s of coordinating an extended day program and related activities in a safe, enriching and respectful environment; providing information to others; and implementing and maintaining services within established guidelines and standards.

This job is distinguished from similar jobs by the following characteristics: Duties generally performed before or after school hours.

This job reports to Principal

### **Essential Functions**

- Assists principal with hiring, supervising, training, monitoring and evaluating after school staff 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 and maintaining services to meet school-wide goals.
- Coordinates the assessment and evaluation process for the Learning Center for the purpose of ensuring that programs are meeting the grant goals of supporting student learning.
- Coordinates out-of-school time activities occurring in the building during out-of-school hours (e.g. reserving space, assigning teachers and students to rooms, etc.) for the purpose of meeting District and/or grant/program guidelines.
- 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.
- Monitors fund balances of programs and related financial activity (e.g. cash receipting, reconciling cash receipts, tracking expenditures, etc.) for the purpose of ensuring that expenses are within budget limits and grant allowances and that fiscal practices are followed.
- Participates in organization of staff training for the purpose of preparing staff for their program responsibilities.
- Participates in meetings, workshops, trainings, and seminars (e.g. within the district, with community agencies, etc.) 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 program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Supervises paraprofessionals for the purpose of ensuring that accurate attendance records and narratives are maintained.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple 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 a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a 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 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 identify issues and create action plans. Problem solving with data 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 limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant 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:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing:**

### **Certificates and Licenses**

Passing score on ETS ParaPro assessment OR  
Has completed 48 units of college-level coursework meeting current requirements OR  
Has completed an associate degree

### **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**

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