



Mgr 5 / Ext Day Coord

Purpose Statement

The job of Mgr 5 / Ext Day Coord is done for the purpose/s of The job of School Extended Learning Coordinator was established for the purpose(s) of: providing leadership, management and coordination of Extended Learning Programs at the school level; hiring and supervising Extended Learning teachers, paraprofessionals; scheduling and supervising student interventions; maintaining a variety of electronic and print records; collaborating with District Extended Learning Personnel and promoting a quality Extended Learning program at their individual Extended Learning school.

This job reports to Building Principal

Essential Functions

- Assists the school principal to conduct comprehensive community needs assessment by gathering information from multiple sources with additional input from a variety of internal and external sources (e.g. parents, teachers, administrators, paraprofessionals, etc.) for the purpose of assessing student and community needs.
- Collaborates with internal and external sources to track data on student learning and assessments (e.g. teachers, paraprofessionals, administration, etc.) for the purpose of ensuring students are receiving appropriate interventions or enrichment in Extended Learning Programs.
- Collaborates and plans with school administration and staff to identify and provide appropriate student interventions for the purpose of
- Collaborates with school administration with the hiring, supervising, training, monitoring and evaluating highly qualified paraprofessionals as well as tracking staff hours and schedules for the purpose of ensuring the smooth functioning of the program and services as well as monitoring time and program costs.
- Collaborates with a variety of internal and external sources (e.g. principal, teachers, parents, patron, etc.) for the purpose of implementing, maintaining and providing continuity of services to meet Extended Learning Program and/or goals.
- Completes a variety of program-mandated evaluations for the purpose of ensuring a high quality program.
- Gathers and disseminates information for federal, state, district and school reports for the purpose of ensuring knowledge of student progress and achievement.
- Participates in meetings, workshops, trainings, professional development and seminars for the purpose of conveying and/or gathering information to perform job functions as well as participating in the appropriate decision making process.
- Participates in the organization of staff training (e.g. in-service activities, etc.) in regards to the Extended Learning Program for the purpose of preparing and informing staff and teachers of their program responsibilities.
- Participates in a variety of internal and external sources (e.g. parents, teachers, school paraprofessionals, administrators, District Extended Learning personnel, etc.) for the purpose of reviewing, modifying and/or writing the Extended Learning grants or plan.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Plans , participates and implements parent involvement activities based on the community needs assessment as well as providing data of the effectiveness of the activities for the purpose of increasing the ability of parents to help their children succeed academically.
- Plans conducts and documents monthly school wide professional development for Extended Learning Faculty and Staff for the purpose of acquiring and/or conveying the needs, assessment and performance data of the students.
- Provides and disseminates documentation to all stakeholders (parents, students, administrators, community etc.) in at least two different media formats and in at least two different media formats and in a language and design parents and other patrons can understand for the purpose of ensuring knowledge of Extended Learning goals and outcomes.
- Reviews and/or revises progress toward grant proposals with participation of internal and external sources (e.g. parents, teachers, administrators and community members, etc.) on an annual basis for the purpose of maintaining and reinforcing policy and procedure.
- Schedules and attends appropriate meetings with Extended Learning students and/or parents for the purpose of reinforcing instructional objectives and contributing to students' success in school.
- Understands and follows district purchasing procedures (e.g. provides documentation of purchases, spends grant funds only on allowable purchases, receiving proper approval from administration, etc.) for the purpose of providing fiscally responsible accountability for applicable funding sources.
- Understands and demonstrates knowledge of laws, policies and procedures relating to all applicable funding sources for the purpose of ensuring compliance with federal, state and district guidelines and requirements.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: .

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility

Responsibilities include: leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual 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, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 5