



Adult ESL 6 Extended Day Manager

Purpose Statement

The job of Adult ESL 6 Extended Day Manager is done for the purpose/s of provide management, support, and coordination for the district's adult ESL program.

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

This job reports to Adlut Education Coordinator

Essential Functions

Assists with hiring, supervising, training, monitoring, and evaluating after staff for the purpose of ensuring the smooth functioning of the program and services.

Assists in managing of budgets and expenses for the purpose of accurate record keeping; and compliance with all local, state, and federal laws, regulations, and guidelines.

Assists with planning professional development for the district's adult ESL programs, including writing and overseeing grant applications and grant compliance for the purpose of supporting' learning and meeting the needs of students.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity.

Collaborates with others (e.g. principal, teachers, district administration, parents, students, community organizations, etc.) for the purpose of implementing and maintaining services to support school-wide goals.

Gathers and disseminates information in a variety of formats for the purpose of communicating clearly with all stakeholders; maintaining compliance with local, state, and federal requirements; meeting grant obligations and ensuring the effective extended learning program.

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 compliance with regulations and guidelines.

Oversees student enrollment, testing, placement of students in appropriate classes and student data for the purpose of accuracy of records and appropriate services for students.

Participates in meetings, workshops, trainings, and seminars (e.g. within the district, with community agencies, USBE, etc.) for the purpose of conveying and/or gathering information required to perform functions.

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

Supervises staff as assigned for the purpose of appropriate supervision and job performance feedback.

Supports administration by completing assignments for the purpose of smooth program operations.

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 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: 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
Bachelors degree or higher

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

9/2/2022

Salary Grade

Lane 6