

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGER EXPANDED LEARNING EDUCATIONAL SERVICES

CLASSIFICATION: Classified Management

SALARY LEVEL: 73

WORK YEAR: 220

DEFINITION:

Under the direction of the Program Coordinator II of Expanded Learning, the Manager of Expanded Learning is responsible for organizing the activities and operations of the Expanded Learning program; working collaboratively to provide professional learning opportunities and support services within assigned area(s) that are designed to assist After School Education & Safety (ASES) and 21st Century Community Learning Centers (CCLC) grantees and their subcontracted partners to develop, implement and sustain quality Expanded Learning Programs; providing technical assistance to assigned ASES/21st CCLC funded districts, charters and community based organizations in Region 5 which includes 224 K-8 school sites and six high schools across a four county service area: Monterey, Santa Cruz, San Benito, and Santa Clara.

SUPERVISOR:

Program Coordinator II

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assist in the implementation of a needs-driven Regional technical assistance (TA) plan in accordance with state and federal law that includes equitable distribution of support services to state (ASES) and federal (21st CCLC) funded before, after school, and summer program grantees throughout Region 5's service area
- Assist in the dissemination and collection of an annual Core Competency Needs Assessment and annual satisfaction survey to Regional grantees and sub-contracted partners; Assist in analyzing survey results and the CA Department of Education/After School Division's (Technical Assistance Priority Plan) TAPP data to accurately deliver TA services that meet the diverse needs of grantees and sub-contracted partners; TA methods include: training, consultation, coaching, mentoring, facilitation and resource brokering to ensure the implementation of compliant and quality Expanded Learning Programs; Topic areas include, but are not limited to: Health & Safe Environments,

Curriculum & Learning, Program Management, Family & Community Engagement, Child & Youth Development, Professionalism, Action Planning and Program Sustainability

- Develop and deliver appropriate training content that is data-driven and meets grantees' specific needs
- With guidance, provide clear, effective and timely guidance to assigned Regional grantees on state and federal compliance, including but not limited to: Federal Program Monitoring, Continuous Quality Improvement Processes and implementation of CA Quality Standards for Expanded Learning
- Work collaboratively with school districts, non-profit youth organizations and other community stakeholders to develop successful partnerships that enhance learning opportunities for students;
- Conduct site visitations and consultation sessions to assist grantees' program self-assessment processes and the development/implementation of program improvement plans
- Advise, broker resources, and assist grantees in the implementation of CA Quality Standards for Expanded Learning that promote active, engaging, hands-on experiences for students;
- Promote resources of statewide partners, CA After School Resource Center and CA After School Network
- Coordinate Region 5 After School Partnership's annual ReV Up Expanded Learning Conference; Develop agendas and facilitate regional planning meetings
- Assist in the implementation of special projects such as the Summer Matters Campaign and California Department of Education – Science, Technology, Engineering, and Mathematics (CDE-STEM) Power of Discovery Initiatives
- Update and utilize effective communication systems to gather, access and disseminate pertinent information through Constant Contact listserv distribution and Region 5 Web site
- Maintain thorough and timely updates on grantees' progress through Region 5's on-line accountability TA tracking system (Progress Adviser)

OTHER DUTIES:

Performs other job-related tasks as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree from an accredited college or university
- Three (3) years leadership experience in a youth serving organization, school or Expanded Learning Program

Knowledge of:

- CA Quality Standards for Expanded Learning Programs
- CA Core Competencies for Before/After School Professionals
- Adult learning principles
- TA strategies identified in ASAPconnect's Technical Assistance Framework: training, consultation, coaching, mentoring, facilitation, and resource brokering
- National Summer Learning Association's summer program quality standards (Comprehensive Assessment of Summer Programs)
- Hands-on Project Based Learning design, lesson implementation and evaluation
- Foundational state/federal guidelines that impact Expanded Learning Programs
- Common Core State Standards
- Techniques for working effectively with groups in collaborative settings

Skills and Abilities:

- Effectively build positive working relationships with diverse stakeholder groups
- Use appropriate technology for information processing, to include micro-computer
- Provide technical assistance and expertise regarding development and implementation of effective services within assigned areas
- Effectively and efficiently manage multiple tasks/projects simultaneously and respond timely to individual grantee/stakeholder requests
- Conduct/present effective professional development relevant to grantees' needs
- Organize, implement and evaluate TA services with attention to detail and necessary follow-up
- Interact with and maintain cooperative relationships with all levels of staff and stakeholders
- Communicate effectively in the English language both orally and in writing

Desirable Qualifications:

- Knowledge of grant writing/application development process
- Master's degree in education, public administration or related field from an accredited college or university

Licenses and Certifications:

- Possess an appropriate California Driver's License with evidence of insurability