

# MONTEREY COUNTY OFFICE OF EDUCATION

## MANAGER EXPANDED LEARNING EDUCATIONAL SERVICES

**CLASSIFICATION:** Classified Management

**SALARY LEVEL:** 71

**WORK YEAR:** 227

### **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 21<sup>st</sup> 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/21<sup>st</sup> 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 (21<sup>st</sup> 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