

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
EXPANDED LEARNING PROGRAM COORDINATOR

REPORTS TO: District Superintendent

WORK DAYS: 12 Months, up to 6 hours per day

SALARY SCHEDULE: Step 33 on the District Classified Salary Schedule

DEFINITION:

The Expanded Learning Program Coordinator develops, coordinates, and implements after school, intersession and summer programming including academic enrichment, fun curriculum-driven learning activities, sports and recreation, visual and performing arts, health and nutrition, technology, environmental and outdoor education, homework assistance and tutoring, etc. This position recruits and/or engages students, volunteers, parents/family members and coordinates with students and school staff in activity development and offerings

QUALIFICATIONS:

Required:

1. High school diploma or equivalent
2. An AA Degree or 48 units above high school education is required
3. One year of work experience or equivalent in education, recreation, health, nutrition, arts, or a related field.
4. Basic computer, technology and organizational skills

Desired:

1. Bachelor's Degree
2. Two years of experience in developing and implementing youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
3. Experience in Social-Emotional Learning, Positive Behavior Interventions and Supports and/or Trauma-informed practices
4. Experience working with diverse cultures and populations

DUTIES AND RESPONSIBILITIES (including but not limited to):

1. Plan, coordinate and implement all aspects of a high-quality Expanded Learning Program (ELP), including academic, recreation and enrichment activities
2. Recruit and enroll students into the program
3. Coordinate activities with school representatives to complement the regular school day/year and contribute relevant feedback/information on student progress

4. Ensure compliance with all health and safety regulations
5. Maintain an effective and safe learning and recreational environment
6. Coordinate preparation of snack and ensure compliance with nutritional standards
7. Train and supervise volunteers
8. Ensure compliance with all grant and contract related requirements and assurances including enrollment, attendance, and operational days and hours.
9. Gather and maintain student data for reporting and evaluation efforts
10. Maintain confidentiality
11. Participate with administration and business services on budgeting and required local, state and federal reports
12. Promote collaboration, communication and participation with families and community partners
13. Refer all serious discipline and or parent concerns and issues to the District Superintendent

KNOWLEDGE OF / ABILITY TO:

1. Implement a variety of extra-curricular activities for students of all ages
2. Practice principles of collaboration
3. Practice techniques of positive student motivation
4. Work productively with independent initiative
5. Encourage active involvement and investment of students, school, volunteers and community
6. Communicate effectively in oral and written expression; standard English usage
7. Prepare, maintain, and submit accurate and timely reports
8. Use technology to maintain student records
9. Perform moderate physical activity

ENVIRONMENT/WORK CONDITIONS:

1. Location: Work is performed 70% within the school office/classroom setting, 30% in an outdoor
2. Educational setting: classrooms, playground, school garden, walking, and field trips
3. Hazards: Working with active young children, trip hazards, and slippery surfaces
4. Equipment Used: General office and classroom equipment, computer, audio-visual equipment, 10-key, copier
5. Safety Equipment: None required

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

1. Standing/Walking: Frequently; throughout work shift while performing duties, including recess supervision, field trips.
2. Sitting: Occasionally; while performing duties at low tables assisting students.
3. Lift/Carry: Frequently; 1-15 pounds; instructional materials, books, binders, paperwork. Occasional lifting 16-35 pounds, books and materials, assisting students and moving equipment.

4. Bending/Stooping: Frequently; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves.
5. Push/Pull: Occasionally; using both hands and arms exerting a force of 10-30 pounds while assisting students, moving furniture and equipment and opening doors, etc.
6. Climbing/Balancing: Seldom, using stepladder in classroom, may be stairs at some locations.
7. Kneeling/Crouching/Crawling: Occasionally; kneeling may be required while assisting students in physical activities. Crouching/crawling not required but may choose to get in these positions with children for activities.
8. Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
9. Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

MENTAL

1. Constant mental alertness required in supervising activity of assigned student to anticipate behaviors of student and maintain safe, educational environment.
2. Must possess necessary communication skills, written and oral, to complete assignments.
3. Must be able to read, write speak English; possess interpersonal skills to work well with various types of students, parents and staff.
4. Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities.
5. Must be able to work independently with assigned student and exercise creative problem-solving ability.
6. Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned student

Adopted: