



**SANTA ANA UNIFIED SCHOOL DISTRICT**  
**ASSISTANT DIRECTOR OF EXPANDED LEARNING**

**JOB SUMMARY:**

This management position will report to the Director of Expanded Learning and/or designee. It is the responsibility of the Assistant Director of Expanded Learning to independently plan, organize and perform a wide variety of specialized administrative and technical duties in support of the successful completion of work scope goals and deliverables for expanded learning programs.

**REPRESENTATIVE DUTIES:**

- Responsible for leading key expanded learning and related initiatives that support the District's academic programs and goals. **E**
- Supervise department staff and assist with managing District and grant funds, as needed. **E**
- Support the completion of reports required by the District and the State. **E**
- Support the program operations, including organization, prioritization, development of timelines, and accountability for expanded learning programs. **E**
- Work with department staff to design and implement the training and supervision plan. **E**
- Ensure timely evaluations of the expanded learning program and department staff working in the program. **E**
- Responsible to analyze and address problems proactively, using judgment and discretion to resolve problems that may not be covered by policy. **E**
- Participate and support the development, alteration, implementation and evaluation of the programs. **E**
- Establish and maintain appropriate relationships with community partners. **E**
- Assist with monitoring assigned project timelines and budget as needed. **E**
- Provide training and monitoring of supervising program staff to ensure successful implementation of program components. **E**
- Track data and prepare draft project reports, as required by funding agents. **E**

## **ASSISTANT DIRECTOR OF EXPANDED LEARNING (CONTINUE)**

### **REPRESENTATIVE DUTIES:** (continued)

- Represent the expanded learning department Statewide through training and conference presentations as needed. **E**
- Facilitate and monitor preparation of curriculum and staff development activities and prepare annual and on-going reports as requested. **E**
- Assist in preparing staffing allocations and base program recommendations. **E**
- Make recommendations relative to staff selection; conduct assigned evaluations; provide for technical direction and guidance of staff; make employment, transfer, and promotion recommendations. **E**
- Work with site principals and other management personnel in planning and implementing expanded learning programs. **E**
- Assist with the planning, coordination, facilitation, and implementation of expanded learning activities in order to meet all requirements of the project and in alignment with the District's mission, vision, and goals. **E**
- Respond to questions and concerns regarding expanded learning projects and programs from administrators, staff, parents, community, and outside agencies. **E**
- Maintain a professional code of ethics and a collaborative work ethic; represent the District in a variety of settings and meetings in the community. **E**
- Assist with monitoring student attendance for grant assurance purposes. **E**
- Support with the preparation and dissemination of enrollment projections and funding allocations as appropriate. **E**
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Development and implementation of high-quality expanded learning programs
- Complex grant policies and procedures, specifically as they apply to the California Department of Education's expanded learning programs
- Developing service agreements, vendor contracts, and memoranda of understanding
- Developing and securing funding for projects
- Quality improvement and program assessment strategies and practices

## **ASSISTANT DIRECTOR OF EXPANDED LEARNING (CONTINUE)**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### Knowledge of:

- Current research regarding effective expanded learning programs across the county
- Common Core State Standards, Next Generation Standards, and 21<sup>st</sup> Century skills
- Budget preparation and financial administration principals and methods
- Computer use and related software

#### Ability to:

- Manage and monitor grant budgets and attendance requirements
- Present trainings and program information effectively
- Excellent written and verbal communication skills
- Develop and maintain positive working relationships
- Work well across tasks and with multiple teams, including project staff, consultants, and funders
- Have attention to detail and good organizational skills

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in a related field
- Master's degree in a related field preferred
- A minimum of 5 years' experience working in youth development in a supervisory capacity for multiple sites, program oversight experience, and/or administrative experience or combination thereof; Experience in training staff members.
- Experience of grant oversight of state and federal funded programs (e.g. ASES, 21<sup>st</sup> CCLC) preferred

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- Bilingual (English/Spanish) preferred

### **WORKING CONDITIONS:**

#### Environment:

- Office environment
- School sites
- Constant interruptions
- Driving a vehicle to conduct work

## **ASSISTANT DIRECTOR OF EXPANDED LEARNING (CONTINUE)**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### Physical Abilities:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Hearing and speaking accurately to exchange information in person or on the telephone
- Seeing to read a variety of materials and drive a vehicle
- Sitting and/or standing for extended periods of time

#### Hazards:

- Extended viewing of computer monitor

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.

Board Approved: 4/26/22