



## **SANTA ANA UNIFIED SCHOOL DISTRICT**

### **PROGRAM SPECIALIST OF EXPANDED LEARNING - ENRICHMENT**

#### **JOB SUMMARY:**

Under the direction of the Expanded Learning Assistant Director monitor, coach and support multiple enrichment Community Providers and professional development. Provide leadership and ensure completion of work goals and deliverables related to enrichment services in the TK-12 Expanded Learning programs.

#### **REPRESENTATIVE DUTIES:**

- Build and maintain relationships with educational partners to facilitate communication, program coordination and ensure programs meet community needs and interest. **E**
- Assist in planning and coordinating the Community Provider enrichment services across multiple sites. **E**
- Assess needs and assist in development, implementation and evaluation of special enrichment projects. **E**
- Organize and provide professional development to Expanded Learning staff and Community Providers around enrichment curriculum, activities, et.; Maintain documentation and supervise maintenance of professional development records. **E**
- Create and oversee enrichment project timelines to support implementation of enrichment initiatives, events and activities based on the department and District goals. **E**
- Collaborate with educational partners to leverage and organize additional professional development opportunities. **E**
- Create, collect and analyze stakeholder enrichment surveys and results to assess the needs of the sites. **E**
- Perform other job-related duties as assigned. **E**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Principles and practices of quality Expanded Learning Programs.
- Needs of diverse student populations.

## **PROGRAM SPECIALIST OF EXPANDED LEARNING – ENRICHMENT (CONTINUED)**

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

#### Knowledge of:

- Youth development and Expanded Learning programs.
- Developmental stages of youth and children
- Oral and written communication principles and practices.
- Operation of computer hardware and related software

#### Ability to:

- Organize and plan effectively.
- Lead discussions and make presentations.
- Analyze and interpret data.
- Assess situations and make good decisions
- Provide leadership in a positive manner.
- Work effectively with educational partners.
- Communicate effectively both in writing and orally.
- Work independently with little direction.
- Meet deadlines.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in related field
- A minimum of five (5) years' experience working with youth development programs

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

- Valid California driver's license
- First Aid Certification desirable

### **WORKING CONDITIONS:**

#### Environment:

- School office environment.
- Subject to visiting school, home and community agencies.
- Drive vehicle to conduct work.

**PROGRAM SPECIALIST OF EXPANDED LEARNING – ENRICHMENT  
(CONTINUED)**

**WORKING CONDITIONS: (continued)**

Physical Abilities:

- Hearing and speaking accurately to exchange information in person or over the phone.
- Seeing to monitor program service operations, read a variety of materials for extended periods of time and driving a vehicle.
- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling objects, normally not exceeding thirty (30) pounds.
- Standing and walking for extended periods of time.
- Fine motor dexterity to type and utilize computers and other electronics.

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 pursuant to the formal interactive process.

Board Approved: June 14, 2022