



**SANTA ANA UNIFIED SCHOOL DISTRICT
PROGRAM SPECIALIST OF EXPANDED LEARNING - ACADEMICS**

JOB SUMMARY:

Under the direction of the Assistant Director of Expanded Learning, supervisor, monitor, train, coach and collaborate with multiple partners and Community Providers.

REPRESENTATIVE DUTIES:

- Build and maintain relationships with parents, families, teachers, administrators and community members. **E**
- Assist in planning, curriculum development, coordination, and implementation of academic enrichment activities. **E**
- Maintain, monitor, and lead academic enrichment cohorts and special academic enrichment projects. **E**
- Support academic enrichment culminating events and activities. **E**
- Assess needs and assist in development, implementation and evaluation of special academic enrichment projects. **E**
- Organize and provide professional development to Expanded Learning staff and school-based teams around academic enrichment curriculum, activities and lessons. **E**
- Create, collect and analyze academic enrichment surveys and student academic achievement data. **E**
- Create academic project timelines based on the goals established by the Assistant Director. **E**
- Connect and collaborate with other departments to ensure academic enrichment curriculum and program are aligned. **E**
- Collaborate with other program specialists as it relates to professional development and student academic needs. **E**
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Knowledge of curriculum and instructional strategies and methodologies in core content areas considered a plus.

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KNOWLEDGE AND ABILITIES: (continued)

Knowledge of:

- Knowledge and understanding of the needs of diverse student populations.
- Evaluating student academic data to evaluate growth, student needs and targeted groups.

Ability to:

- Ability to analyze and interpret data.
- Ability to assess and make decisions and provide leadership in a positive manner.
- Ability to work collaboratively with peers, parents, staff, and community.
- Skill and accuracy in written and oral expression.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree
- A current Multiple Subject Teaching Credential is desirable
- A minimum of four (4) years of program development, partnership work, lesson delivery, and development of academic enrichment curriculum. Experience in a non-profit is a plus.
- Experience in creating and evaluating student surveys and need assessments across multiple programs.
- Experience collaborating with teachers and site administrators.
- Knowledge in establishing, planning, organizing and implementing Academic enrichment lessons and activities for various programs.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

Environment:

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

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.

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WORKING CONDITIONS: (continued)

Physical Abilities:

- Standing and walking for extended periods of time.
- Fine motor dexterity to type and utilize computers and other electronics.

Hazards:

- N/A

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the Interactive Process.

Board Approved: July 25, 2023