



SANTA ANA UNIFIED SCHOOL DISTRICT

SITE SUPERVISOR OF EXPANDED LEARNING

JOB SUMMARY:

Under the direction of the Field Supervisor, Expanded Learning or designee, coordinate and oversee the Expanded Learning program components related to staffing, safety, program management, program quality, and also perform a variety of support duties for administration, teachers, and students.

REPRESENTATIVE DUTIES:

- Build and maintain relationships with parents, families, teachers, administrators, providers and community members. **E**
- Oversee Community Providers and before and after school coordination functions with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of effective expanded learning programs for students. **E**
- Coordinate and support community provider logistics and parallel programs. **E**
- Oversee and support the before school program. **E**
- Monitor, maintain and complete all program records related to student target enrollment and develop waiting list for student placement. **E**
- Implement the recruitment, registration and placement of students participating in expanded learning programs. **E**
- Develop and ensure check in/out procedures for students are established and program paperwork maintained, including attendance records, monthly program reports, and submit timecards to their supervisor for processing. **E**
- Oversee and complete the site program evaluation and compliance with all grant components, including the programs Quality Program Improvement Plan. **E**
- Create and deliver classified performance appraisals for site level expanded learning staff. **E**
- Evaluate staff performance and address areas of concerns and need. **E**
- Create and maintain accountability systems for task and project completion. **E**
- Perform a variety of duties as assigned. **E**

SITE SUPERVISOR OF EXPANDED LEARNING (CONTINUE)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic concepts of child growth and development, including understanding student academic needs and interest.
- Oral and written communication skills.
- Correct English usage, grammar and punctuation.
- Principles of child guidance and techniques.
- Program components

Ability to:

- Plan, implement, organize, and monitor all program components.
- Coordinate and collaborate with all participants of the program.
- Meet program deadlines and paperwork requirements.
- Be dependable, flexible, effective and energetic.
- Perform the essential functions of the job.
- Develop innovative programs to motivate students to attend and to achieve.

EDUCATION AND EXPERIENCE:

- High School Diploma
- A minimum of 48 college units or pass the NCLB test
- Three (3) years' experience working with youth **AND** a minimum of two (2) years of experience as a Site Coordinator or related supervisory experience in another Expanded Learning program.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license

WORKING CONDITIONS:

Environment:

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

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.

SITE SUPERVISOR OF EXPANDED LEARNING (CONTINUE)

WORKING CONDITIONS: (continued)

Physical Abilities:

- 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:

- 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: 4/26/22