

Job Description

Prepared/Revised Date: April 2021

Job Title: **Extended Learning Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **05021G**
 FLSA Status: **Ex – P**
 Pay Range: **L 10**

SUMMARY: This position is responsible for leading the Office of Extended Learning within the Department of Student Engagement Initiatives and project implementation of extended learning programs across multiple schools, grant funds oversight and developing/implementing strategies to ensure financial, programmatic and operational sustainability.

Disclaimer: This is a grant funded position. Funds for this position are expected to be available up to August 31, 2022. In addition to other specified conditions of employment, the applicant understands that no guarantee of continued employment, beyond the availability of the grant funds, is expressed or implied by Adams 12 Five Star schools or any of its partner entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provides vision, leadership and management of the Office of Extended Learning to ensure successful project implementation and consistency across multiple sites. Accountable for knowing Colorado Department of Education and Federal and State regulations/guidelines related to program operations and best practice in out-of-school-time programming and positive youth development. Create, update and oversee implementation of policies, procedures and operations to ensure program elements are aligned to the school day and compliant with funding requirements. Includes setting benchmarks of success to measure steady and gainful progress of all stated program goals and objectives, creating and managing evaluation tools to track progress toward program goals, directing implementation of data collection and program evaluation and submission. Orchestrating funder site visits, participating in required funder trainings and disseminating/training program staff. Overseeing program audits. Take appropriate timely action in response to benchmarks that are not met.	D	45%
2. Develop manage and deliver high-quality and on-going training for staff including orientations, handbook review, changes in policy or procedures and best practice. Facilitate weekly site director meetings. Manage after school program sites inclusive of hiring and supervising staff. planning daily schedule and student activities, create and, identifying eligible students for the program, inviting students to attend the program, marketing the program to staff and parents, data collection to evaluate program effectiveness, student discipline and writing program reports, Responsible for interviewing, hiring, assigning and directing work, disciplining and evaluations.	D	15%
3. Cultivate community involvement in and sustainability of extended learning programs. Duties involve facilitating advisory committees, recruiting volunteers, community partners, seeking federal, state and private funding sources for program sustainability. Represent the district and department as needed on community and state boards and committees.	W	5%
4. Organizational support. Provide on-going support to the district including, but not limited to creating and presenting funding, progress and evaluation reports, presentations, meeting agendas and processes/procedures. Assist in the development and implementation of strategic plans related to extended learning opportunities across the district. Serve on the Department of Student Engagement Initiatives Leadership Team to ensure coordinated effort to meet the mission, vision, values, and goals.	W	5%
5. Contract and budget oversight, Approve grant requisitions to ensure expenditures are within the approved budget allocation, are allowable and to confirm that services are being performed. Collect and review required performance reports from service providers to verify they are submitting timely high quality information and their services are positively impacting program goals. Take appropriate action in response to contractual issues. Manage CCLC program operations ensuring grant compliance with state and federal laws/regulations, including employee time and effort. Develop, monitor and maintain multiple budgets, coordinate with purchasing in	W	10%

creating MOU's, service agreements and contracts with community partners and vendors. Collaborate with finance department to complete monthly budget reconciliation.		
6. Extended learning program and system development. Research, synthesize, recommend and implement programmatic and system improvements to extended learning program sites to ensure high quality services. Collaborate with Learning Services Content Coordinators and district leadership to create, update and oversee project implementation ensuring program elements are in alignment to the school day, are consistent district-wide, reflect positive youth development, and are inclusive to all participants. Develop and revise staff handbook	W	5%
7. Monitor the grant(s) for compliance with state, federal and district regulations and policies. Develop, monitor and analyze multiple budgets and grants. Review and approve requisitions and requested budget revisions, ensuring best practices and compliance. Prepare and submit grant applications on behalf of the school district.	D	10%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in counseling, social work, psychology, sociology, education or related field.
- Master's degree from an accredited college or university in education or youth development required. Five (5) additional years of experience working in these areas may be substituted for this requirement.
- Minimum of two (2) years of experience successfully managing a project and/or after school programs.
- Minimum of two (2) years of experience working closely with community partnerships and collaborations. Experience working with school districts is preferred.
- Experience in supervising extended learning programs is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Ability to frequently travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to work on-call and respond to emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong leadership skills.
- Ability to work with and value youth and families in all aspects.
- Excellent oral and written communication, interpersonal and analytical skills, including community development and facilitation skills.
- Demonstrated ability to work effectively as part of a team.
- Excellent organizational and time management skills.
- Ability to manage multiple priorities
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Schools Executive Director	3092

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	CCLC Site Directors	10-15	120530
	Extended Learning Teachers	10-15	CCLCTE
	Extended Learning Coordinator	1	05021C

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.
- Responsible for supervising the behavior and well-being of students in the program

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Ability to create and manage, analyze multiple budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers, to handle and/or feel		X		
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	