

Job Title: **Extended Learning Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2015**

Job Code: **05021G**
 FLSA Status: **Ex – P**
 Pay Range: **L 07**
 Work Year: **12 months**

SUMMARY: This position is responsible for extended learning program implementation across multiple schools, grant funds oversight, and long term planning for extended learning program sustainability. This includes (1) successful program development, implementation and oversight and (2) developing and 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, 2017. 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. Manage and support successful extended learning program implementation across multiple sites. Includes establishing program structures, setting benchmarks of success to measure steady and gainful progress of all stated program goals and objectives, managing creation of evaluation tools to track progress toward program goals, overseeing implementation of program evaluation. Orchestrating funder site visits, participating in required funder trainings and disseminating information to program staff. Overseeing program audits. Take appropriate timely action in response to benchmarks that are not met. Prepare required reports on the progress of program activities.	D	45%
2. Cultivate community involvement in and sustainability of extended learning programs. Duties involve facilitating program advisory committees, recruiting program volunteers and partners, seeking federal, state and private funding sources for program sustainability	W	5%
3. Organizational support. Provide on-going support to the district including, but not limited to creating and presenting various reports, presentations, meeting agendas and processes/procedures. Assist in the development and implementation of strategic plans related to extended learning opportunities across the district.	W	5%
4. Contract and budget oversight, through the use of district information technology systems. Review monthly invoices to ensure expenditures are within the approved budget allotment and to confirm the services being billed for 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 programmatic goals. Take appropriate action in response to contractual issues.	W	10%
5. 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. Create and revise policies and procedures related to the program. This may also involve the preparation and submission of grant applications on behalf of the school district.	W	5%
6. 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, .	D	15%
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.	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. Five (5) years of experience working in these areas may be substituted for this education.
- Minimum of two (2) years of experience successfully managing a project and/or after school program. Collaborative project management experience is preferred.
- Minimum of two (2) years of experience working closely with community partnerships and collaborations. Experience working with school districts is preferred.
- A background in supervising extended learning programs is preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- 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:	Site Directors	10	120530
	Site Leaders	27	1055
	Extended learning teachers	10-15	CCLCTE
	Extended learning coordinator	1	

- 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 to finger, handle 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 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	