

**Job Description**

<b>Job Title:</b>	<b>Extended Learning Coordinator</b>	Job Code:	<b>05021C</b>
Job Family:	<b>Non-Certified</b>	FLSA Status:	<b>Ex - P</b>
Pay Program:	<b>Administrative</b>	Pay Range:	<b>L 04</b>
Prepared/Revised Date:	<b>June 2015</b>	Work Year:	<b>11 months</b>

**SUMMARY:** Position is responsible for developing, coordinating, and aligning extended learning opportunities including research-based literacy development/interventions, math, writing,, pro-social skill and behavior development/interventions in extended learning settings including before/after school and summer school programming or, block and/or pull-out scheduling during the regular school day.

**Note:** Position is dependent on grant funding or discretionary allocation of supplementary program funding and therefore should be considered temporary and without guarantee of sustainability for any on-going period of time.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Collect, retrieve, analyze student achievement and behavioral data, through the use of district information technology systems, for the purpose of identifying students not at grade-level in reading, writing, math and/or at risk of school failure for any reason.	W	10%
2. Work with classroom teachers to identify students for placement in after-school program or other intervention and monitor progress.	W	5%
3. Coordinate, schedule, and manage after school programming and other extended learning activities for at-risk children and youth in multiple locations/sites. Assist and support	D	30%
4. Create and/or assist extended learning manger with the preparation of budgets, budget proposals, grant writing, fund raising, resource development to support supplementary learning activities.	M	10%
5. Design and implement activities/events, parameters for meaningful parent involvement in student learning.	M	5%
6. Coordinate and/or conduct parenting classes/workshops/information sessions for parents of at-risk students.	M	5%
7. Assist with collection and reporting of data, through use of district information technology systems, and relevant evaluation information for extended learning programs and/or to meet specific grant requirements.	M	10%
8. Conduct and/or assist with assessments of student needs including academic, social, career interest, life-skill, mental health, substance-abuse prevention, and minimization of risk factors.	W	5%
9. Coordinate certified staff and supervise classified staff involved in the implementation of extended learning programs, interventions and activities.	D	15%
10. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in counseling, social work, psychology, sociology, education or related field
- Minimum of 3 years of experience in student placement and management of supplementary education programming.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to frequently travel among district facility 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.
- Counseling and group facilitation skills
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Knowledge of issues related to children/youth at risk of school failure
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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 common office computer applications/technology including the internet and websites.
- 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Extended Learning Manager	05021G

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has not direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of child/youth participants when conducting program activities and/or whenever in contact with students.
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Accountable to extended learning manager to assure allowable and appropriate use/expenditures of grant funds, other funds, resources designated for program support.

**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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed		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			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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				
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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