

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification: SUPERVISOR OF EXPANDED LEARNING PROGRAMS **Salary Range:** 18
Employment Category: Management/Supervisory **FLSA Designation:** Exempt

Job Summary:

Under direction, manages, supervises and coordinates the District expanded learning programs to ensure compliance and oversight for all expanded learning programs of Desert Sands Unified School District; to include providing training and direction to all expanded learning staff; ensuring compliance with District, State and Federal requirements.

Essential Job Functions:

- **Acquires** and maintains training and development materials for the purpose of ensuring compliance with current rules and regulations.
- **Assists** in budget development and projections for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, local and district policies, procedures and guidelines.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, training and program development.
- **Conducts** regularly scheduled site visits to ensure program compliance and quality service.
- **Coordinates** communication with site administrators, school liaisons, and community based organizations for the purpose of ensuring the highest level of service in programs designed to ensure academic and enrichment program elements aligned with and supportive of the regular instructional day at each school.
- **Performs** long and short term planning and development for the purpose of ensuring future requirements of the program (e.g. personnel, supplies, operations, inventory control, etc.) are met.
- **Plans**, develops and implements, staff development calendars for expanded learning programs for the purpose of ensuring adequate training and assistance is provided as needed in order to ensure program compliance including safety, attendance, and quality standards.
- **Prepares** documentation for the purpose of providing written support and/or conveying information for evaluation reporting to California Department of Education (CDE).
- **Procures** and inventories all supplies, equipment, and materials purchased for use in the expanded learning programs. Also, ensures the availability, proper operation and maintenance of equipment.
- **Supervises** personnel for the purpose of ensuring efficient operation and actively engage in Continuous Quality Improvement process to ensure program quality and generate action plans for improvement.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.
- **Prepares** relevant grant applications/evaluations to procure supplemental funding.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to supervise personnel and services. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill to supervise personnel and projects, to include evaluation of tasks and schedules to meet deadlines, and plan and organize activities. Skill in the operation of standard office equipment including use of basic computer applications. Skill in the use of English, both written and verbal, using correct spelling, grammar and punctuation. Skill to perform basic math functions. Knowledge of federal, state and local laws, rules and regulations surrounding supplemental programs including after school programs. Knowledge of scheduling techniques, training and development information and techniques. Ability to plan, organize, supervise and motivate personnel, develop accurate and timely written or oral reports, and analyze situations accurately to adopt an effective course of action. Ability to work independently, make common sense decisions in potentially critical situations.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions, May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving). Other Atmospheric Hazards: Dust, paper dust, copier products.
- **Education and Training Required:** High school graduate or equivalent, supplemented by training in or closely related to field and six (6) years increasingly responsible experience in supplemental programs which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
 - Valid California driver's license.
 - Drug Testing Clearance.
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.

Board of Education: 09/01/2020
Salary Modification: 09/01/2020