

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Project Facilitator, Expanded Learning	Reports To:	Assistant Superintendent, Educational Services
Department:	Educational Services Division	Classification:	Certificated
Work Year:	184 days	Salary:	Certificated Salary Schedule

Basic Functions:

The Project Facilitator, Expanded Learning Opportunities under the direction of the Director of Expanded Learning, is primarily responsible for assisting Expanded Learning Opportunities program development, monitoring, and evaluation at all DSUSD elementary and middle schools.

Representative Duties:

1. Collaborate with expanded learning site staff to engage families and students in dialogue to create events based on interest and need.
2. Assist and support in the direction and training of expanded learning frontline staff, including teachers on quality standards in coordination with the Director of Expanded Learning.
3. Review enrollment and attendance data in order to prepare state and federal reports and establish regular communication with school sites, providers and departments to meet the objectives outlined in the expanded learning single comprehensive program.
4. Communicate orally and in writing professionally and effectively with staff, outside agencies and the public.
5. Review data to determine students' needs and additional supports required to help success in programming.
6. Participate in the development of program budgets.
7. Assist in securing qualified staff to provide services to students.
8. Collaborate and coordinate with the Director of Expanded Learning to determine staffing needs of each site based on the enrollment needs of the students and grade levels.
9. Solicit and coordinate contractual services with outside vendors.
10. Maintain knowledge regarding expanded learning programs reporting requirements and laws, and communicate this to administrators and staff.
11. Lead collaboration planning and development of expanded learning programs content as outlined in the single comprehensive plan.
12. Assist in the selection, monitoring, and evaluation of curriculum and programs utilized to allow all students access to the core curriculum and enrichment opportunities.
13. Create and maintain a management system for all expanded learning programs.
14. Review safety plans for each site including maps, rooms in use, alternate rooms for relocation, and exit routes for fire, earthquake, lockdown (modified and full).

15. Create a culture that reflects Positive Behavior Interventions and Supports (PBIS) and Social Emotional Learning (SEL) systems that encourages and recognizes appropriate behavior.
16. Develop innovative strategies, preventative approaches, restorative justice, and proactive plans for students who exhibit at-risk behavior.
17. Hold community stakeholder meetings to solicit feedback on expanded program goals.
18. Act as liaison between staff at individual school sites and other educational partners, including, designated service providers, and outside agencies.
19. Perform additional duties and obligations as mandated by law, Board Policy, or administrative directive and duties as assigned by the Director of Expanded Learning.
20. Ability and willingness to work a flexible schedule at the direction of the Director of Expanded Learning or their designee.

Knowledge and Skills Required:

- Procedures, methods, and strategies of organization, management, and supervision
- Current research based instructional trends regarding elementary/intermediate age students.
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.
- Results and performance evaluation techniques pertaining to program and personnel performance effectiveness.
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.
- Organizational and problem solving skills.

Education and Experience:

Successful and extensive teaching experience preferred.
Experience in development, implementation and evaluation of before/after school programs.

Licenses, Certifications and Testing Requirements

- Valid California Teaching Credential
- Fingerprint/Criminal justice clearance
- Tuberculosis clearance
- Must possess or have ability to obtain a valid California Driver's License

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by the job include close vision and distant vision.

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Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of other people. Ability to meet multiple demands from several people.

Regular Work Year: 184 days

Board approved: