



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: COORDINATOR, OF EXTENDED LEARNING PROGRAMS

WORK YEAR: 215 Work Days

NON-WORK: 32 Days

REPORT TO: Director, Instructional Services

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university with major coursework in education
- Minimum of five year experience working in an educational setting
- Supervisory experience and categorical program/budget management
- Ability to work collaboratively with community agencies and parents

LICENSES AND OTHER REQUIREMENTS:

- Authorized California Teaching Credential
- Administrative Credential desired
- Demonstrated leadership and presentation abilities

PRIMARY FUNCTION:

Under the direction of the Director of Program Development and Extended Learning, the After School Programs Coordinator oversees the planning, implementation, operation, budget, evaluation and supervision of all After School Programs at multiple sites.

AREAS OF RESPONSIBILITY:

- Coordinate all District After School Programs in conjunction with site principals. Provide district level direction to multi-site after school programs, individual site-based after school programs managers and community partner organizations to ensure comprehensive, collaborative service planning and programming
- Provide instructional leadership in developing the academic curriculum for after school programs in coordination with principals, after school program managers, teaching staff, categorical program specialists and the Elementary and/or Secondary Education Division.
- Administer and monitor complex, interagency project budgets from a variety of funding sources and facilitate budget revision requests to the funding sources as needed. Current funding sources include U.S. Department of Education 21st Century Community Learning Center grant funds and California After School Learning and Safe Neighborhood Partnership Program grant funds

- Act as liaison to federal and state Project Officers and coordinate the preparation of required program reports to the funding sources
- Establish a sustainability strategic plan, maximize blended funding opportunities and coordinate efforts to research, explore and pursue additional private and public funding sources to insure ongoing continuation of the programs beyond the termination of grant funds
- Develop and implement a cross-agency and cross-site team-building, staff development.
- Co-Chair the Prime Time Collaborative and act as liaison to the partner agencies.
- Represent the District and After School Programs at interagency, regional and national meetings
- Coordinate project evaluation activities in collaboration with the Department of Education Accountability. Participate in the review of individual and system outcomes and ongoing evaluation of program effectiveness

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens

- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations