REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION
NEW

TITLE   Director of Early and Expanded Learning Services

QUALIFICATIONS

   CREDENTIAL: Required   Administrative Services Credential, Appropriate California
                                                  Credential

   EDUCATION: Required   M.A. or M.S.

   EXPERIENCE: Required   Three or more years of successful experience in teaching at the
                                                  elementary or secondary level; a minimum of three years of
                                                  successful administrative experience, site or program level;
                                                  demonstrated experience in school practices, activities, and
                                                  model instructional practices.

                              Desired   Three or more years of experience as a principal.

   PERSONAL
   QUALIFICATIONS: Character, personality, and proper social capability to relate
                                                  effectively with racially and ethnically diverse staff, students,
                                                  and community. Demonstrated ability to work with a variety of
                                                  community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assigned Administrator(s), the Director of Early and Expanded Learning
Services will oversee the operation and management of grant awards for the Expanded Learning
Opportunity Program (ELO-P). The Director of Early and Expanded Learning Services will work with
District and site leaders, including collective bargaining unit members, to develop an ELO-P that meets
the needs of the intended students, utilizing a variety of academic, social-emotional, enrichment, and
physical activities. The Director of Early and Expanded Learning Services will supervise site leads and
personnel at all schools to ensure students successfully transition from the regular school day to the ELO-
P, which may include: before/after school programs, Summer School, Saturday Schools, and/or other
available programs. The Director of Early and Expanded Learning Services will evaluate social and
academic growth through data collection and analysis and recommend changes to improve the quality of
the programs. This position requires flexible, non-traditional work hours and days and is contingent on
continuous grant funding.

DUTIES AND RESPONSIBILITIES

As assessed by the Assigned Administrator(s), the duties and responsibilities of the Director of Early and
Expanded Learning Services will be as follows:

1. Along with site administrators, supervise, oversee, and evaluate all Expanded Learning Opportunity
    Programs to include ELO-P, and all expanded learning staff members at multiples sites.

2. Oversee and supervise all Summer School, Intercession and Saturday School programs related to the
    ELO-P.

3. Monitor school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements.

4. Maintain student and staff records, analyze program data, and prepare and submit required reports.

5. Facilitate and/or provide professional development for program staff, onsite coaching support, and parent education workshops to improve program quality.

6. Attend multiple functions; including those conducted on weekends and at night.

7. Collaborate with district and site administrators to design, implement, promote, and supervise student achievement and enrichment activities for all expanded learning programs before, during, or after school, which may include instrumental music, science, technology, engineering, arts, and mathematics (STEAM), physical education and/or intermural sports, positive behavior and social emotional learning, and other current or newly created enrichment opportunities for students.

8. Assist with ensuring all community-based organizations meet all contractual and district policy requirements.

9. Oversee early literacy and reading initiatives for the primary grades.

10. Oversee and implement the Universal Preschool/Transitional Kindergarten (UPK/UTK) plan to include the expanded learning opportunities for early childhood programs, as well as current program requirements.

11. Oversee and work collaboratively with the After School Education and Safety (ASES) program director, leads, personnel, and community partners to ensure a cohesive program for students that meets the needs of the community and the intent of the ELO-P and UPK/UTK program.

12. Ensure that the ELO-P and UPK/UTK budget/reporting requirements and deadlines are met.

13. Evaluate the ELO-P and UPK/UTK program effectiveness by utilizing multiple assessment measurement tools, including analyzing results and providing information to students, staff, parents, and community collaborators.

14. Evaluate and work collaboratively with school sites to design/select curriculum and instructional materials, as well as follow district protocols for adopting new curriculum when applicable.

15. Coordinate the Expanded Learning Opportunity Program interfacing with other community-based organizations.

16. Participate in various meetings and District Advisory Councils, as well as Title I and other educational conferences, as may be required.

17. Work directly with the educational liaisons to address parent concerns and student investigations regarding the ELO-P, including State Preschool and/or General Education Preschool Programs.

18. Communicate with parents regarding the Expanded Learning Opportunity Program and UPK/UTK offerings at each school site.
19. Prepare a variety of documents, reports, written materials, and recommendations for the purpose of communicating information to parents, staff, and the Board of Education.

20. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.

21. Work with parents, staff, and students to resolve any conflict or complaint regarding the ELO-P and/or UPK/UTK program and personnel.

22. Perform the job assignment safely for the purpose of protecting people and property.

23. Make connections with community and outside vendors to provide rich and robust programs.

24. Implement and oversee before/after school and intramural/extracurricular programs.

25. Evaluate and analyze social and academic growth of students.

26. Travel to various school sites to support programs as designed.

27. Maintain flexible work hours.

28. Effectively perform other related duties as assigned.

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