

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

EXPANDED LEARNING PROGRAM COORDINATOR

District Office - Classified Management

### DEFINITION OF POSITION

Under the direct supervision of the Expanded Learning Program Manager, the Expanded Learning Program Coordinator assists in the development, coordination, and implementation of the Expanded Learning Program. It is the responsibility of the Program Coordinator to collaboratively and/or independently plan, organize and perform a wide variety of specialized administrative and program oversight in support of the successful completion of work scope goals and deliverables for these grant-funded projects. The Program Coordinator will collaborate with the Program Manager and Site Supervisors to enhance Expanded Learning programming, building and strengthening community relationships, and ensuring the programs meet anticipated targets.

### EXAMPLES OF DUTIES

- Participate in the development, alteration, implementation and evaluation of the program;
- Conduct regular site visits to monitor and ensure compliance with program standards;
- Provide coaching and feedback to site staff;
- Actively participate in the program development process, including establishing new partnerships to better support the students and families;
- Collaborate with school and district staff to plan and implement age appropriate programming;
- Create opportunities to share community resources with families served;
- Develop and sustain outside partnerships that can support the program (fiscally, donations, and volunteers);
- Assist in the planning, training, and implementation of the before/after school and summer programming, including managing the program on-site during program hours;
- Support the Expanded Learning Program Manager in school and district presentations and meetings;
- Support the successful recruitment, onboarding, and evaluation of Expanded Learning support staff;
- Support program data tracking and contribute to project reports as required by funding agents;
- Support multiple projects and deadlines simultaneously;
- Travel to staff meetings, school meetings, and training as scheduled and required;
- Build a positive, and welcoming environment for staff, students, and families;
- Implement student discipline in coordination with site administration;

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- Maintain accurate records (i.e., attendance, registration forms, staff sign-in sheets, etc.);
- Provide general office support as needed;
- Other related duties as assigned by the Expanded Learning Program Manager.

## **DESIRABLE QUALIFICATIONS**

### *Knowledge of:*

- Organizing and implementing a variety of extra-curricular activities for students.
- Age-appropriate classroom and behavior management skills and age-appropriate activity and curriculum planning;
- How to de-escalate student behavior;
- How to support diverse populations and cultures.

### *Ability to:*

- Develop and maintain positive partnerships with community organizations;
- Align after school programming and school culture;
- Hold student and community success as a primary goal;
- Practice principles of collaboration;
- Work productively with independent initiative, while seeking support when needed;
- Encourage active involvement and investment of students, schools, volunteers, and community.;
- Communicate effectively in oral and written expression;
- Prepare, maintain, and submit accurate and timely reports;
- Demonstrate initiative, independence, and the ability to see a project through to completion;
- Use technology to maintain student records;
- Manage multiple projects and deadlines;
- Demonstrate strong communication skills, both oral and written;
- Demonstrate excellent organization skills and detail-orientation;
- Demonstrate a passion for working with youth

## **EXPERIENCE/EDUCATION**

- A minimum of two (2) years of program management experience in working with youth programs such as academic enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, etc.;
- A minimum of two (2) years of experience managing staff, preferably in a school district setting within recent years;
- Bachelor degree or equivalent work experience;
- Bilingual English/Spanish, both oral and written (desired, not required).

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## **PHYSICAL ABILITIES**

- The position requires ordinary ambulatory ability to retrieve work materials, frequent sitting, walking, and standing. Occasional carrying and lifting of lightweight materials (under 40 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current COVID-19 mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

BOT 2/21/2023