

Maxwell Unified School District Job Description

JOB TITLE:	Expanded Learning Director	
SALARY SCHEDULE:	Classified Management	LOCATION: School Sites
DEPARTMENT:	District Office	
REPORTS TO:	Superintendent	BOARD APPROVED: 10/12/2022

SUMMARY: Under the general direction of the Superintendent, plans, directs, and supervises a comprehensive After School and Expanded Learning Program on a District-wide basis; articulation of tutorial and enrichment of students in activities; establishes and sets goals and standards concerning the After School and Expanded Learning Program; ensures program compliance with Federal, State, and District requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan and provide direction and support for the Expanded Learning and After School educational programs.
- Administration of these activities with staff in the performance of the program.
- Develop and maintain systems of accountability in monitoring attendance, enrollment, and required program elements.
- Participate in professional development and attend meetings.
- Ordering of materials as needed for the programs.
- Assign, supervise, train and evaluate personnel at all sites. Schedule substitute workers covering all shifts. Interview prospective new employees and recommend employment with input from site administrators.
- Verify all sites in compliance with all district policies and State and Federal guidelines.
- Maintain student discipline.
- Prepare monthly, quarterly, and annual reports.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child Nutrition Service programs, procedures and methods.

- Modern computer equipment and software.

ABILITY TO:

- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Meet schedules and timelines.
- Work effectively with administrators, staff, parents and the community
- Maintain a safe environment to essential duties.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree Preferred from an accredited college or university and three years' experience in an instructional setting. Must possess a valid California driver's license.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by MUSD.