



New Job Description

Personnel Commission Approval: February 27, 2024

Board Approval: March 11, 2024

Coordinator, Extended School Programs

Definition:

Under the direction of the Principal of Covina-Valley Children's Center, the Coordinator of Extended School Programs will administer, supervise, and coordinate school-based before and after-school programs, year-round education intersession programs, and summer programs. The Coordinator will be responsible for overall program planning, implementation, reporting, and evaluation of extended school programs. Responsibilities include coordinating community partnerships, training, supervising, and evaluating all assigned personnel, as well as budget planning, program compliance, and oversight.

Essential Duties and Responsibilities:

- Establishes and oversees implementation, operation, and supervision of extended school programs.
- Evaluate all assigned site personnel as needed.
- Provides leadership for a positive financial management control operation for all state-subsidized, grant-funded, and self-supporting programs.
- Officially supervises the preparation and submission of all necessary financial and other reports required for appropriate Federal, State, and local government agencies.
- Directs the development and maintenance of systems and procedures to ensure accurate and efficient paperwork documentation and collection of funds as required by law.
- Works to develop innovative afterschool TK-8 grade programs that support instruction in the classroom as well as encourage critical thinking, collaboration, creativity, and communication skills.
- Oversee planning, development, writing, and implementation of state and federal grants for extended school programs.
- Plan and promote public relations and program publicity activities.
- Oversee purchases of inventory and equipment.
- Adheres to the policies of the Board of Education, the laws, and regulations of California Administrative and Education Codes, and other applicable laws and regulations.
- Serves as the liaison between extended school programs, community partners, and the District.
- Work a split shift as required.
- Performs other related duties as assigned.

Required Qualifications:

- Bachelor's Degree

- 3-5 years experience in working with key school and district personnel and educational partners.
- Experience in a leadership position. within the educational setting.

Preferred Qualifications:

- Bilingual (Spanish).
- Current First Aid/CPR
- Valid California Driver's License

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health, nutrition, and safety.
- In group facilitation, conflict management, training, and public speaking.
- Methods of observing, evaluating, and recording child behavior.
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of childcare programs.
- Basic supervision, including performance evaluation.

Ability to:

- Communicate effectively both orally and in writing.
- Communicate effectively with children and parents.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Plan, develop, and implement supplemental educational activities for children.
- Plan and organize work.
- Train and provide work direction to others.
- Develop schedules, maintain records, and prepare reports.
- Work confidentially with discretion.

Salary

This position will be paid on the appropriate step of the classified management salary schedule.

- 199X Range: \$8,133 - \$9,891
- 8 hours, 12 months