

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**DIRECTOR II, EXPANDED LEARNING**

**DEFINITION**

Under the direction of the Executive Director, State and Federal Programs, the Director II, Expanded Learning supports the educational programs of the District by supporting the before school, after school, and summer Transitional Kindergarten through Grade 6 educational programs by directing, managing, supervising and coordinating systems, policies and procedures to accelerate and enhance student achievement to support all students with college and career readiness.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Collaborate with staff and educational partners to develop before school, after school, and summer educational and enrichment programs for students in grades TK-6.
2. Align the implementation of curriculum, instruction, and assessment systems in before school, after school and summer programs with the regular school day and the Expanded Learning Quality Standards.
3. Provide support to school sites to implement the before school, after school and summer programs to meet the needs of all students.
4. Ensure all programming and curricula are aligned to the District's goals and Expanded Learning Opportunity Program and After School Education and Safety grant guidelines.
5. Collect, examine and use data to develop long and short-range plans in a continuous quality improvement process based on the Expanded Learning Quality Standards.
6. Collaborate with educational partners to coordinate community after school programs.
7. Advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities to determine solutions to provide supplemental learning opportunities for all students.
8. Control and authorize expenditures in accordance with established limitations.
9. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
10. Work with community-based organizations to establish contracts for before school, after school, and summer programming services.
11. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel including attendance reports, annual outcome-based data report, program plan, direct/indirect costs, and in-kind match documentation.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Attend county and state professional learning and conference opportunities regarding Expanded Learning and other topics relevant to this position, and other professional meetings.
14. Work schedule to allow opportunities to meet with students, families, and educational partners during evening hours, up to 6:00 p.m.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; Common Core State Standards, CA ELA/ELD Framework, multi-tiered-systems of Support (MTSS), comprehensive assessment systems, data-based decision-making, and evidence based literacy strategies, including intervention and extension strategies; research based practices and policies pertaining to Gifted and Talented; State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students.

**Ability to:** Direct, manage, plan and implement a comprehensive curriculum, instruction and assessment system for all students; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; serve as a resource to instructional school site, and management; assist school staff in improving the academic progress of the school site; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of successful teaching experience including three years of successful experience in a management or supervisory position.

**Credential:** Valid California Teacher Credential; Valid Administrative Services Credential.