

MANAGEMENT JOB DESCRIPTION

**COORDINATOR OF EXPANDED LEARNING
OPPORTUNITIES PROGRAM (ELOP)**

JOB SUMMARY:

Under the supervision of the Director of Expanded Learning Opportunities Program (ELOP), the Coordinator of ELOP provides leadership, service, and support in developing and implementing supplemental extended learning programs, including after school and intersession programs across the Chula Vista Elementary School District for grades TK-6. The ELOP Coordinator supports the academic, social and emotional elements of these programs, ensuring they are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. The Coordinator is responsible for the implementation of a program plan, recruitment of students, staffing, coordination of transportation, staff training and professional development, observation of programs and feedback on their effectiveness. They will ensure ELOP funded programs provide safe, engaging activities on and off campus for students in the areas of academics, enrichment, sports, recreation and more.

ESSENTIAL JOB FUNCTIONS:

- Assists in the development, organization and implementation of after school and intersession programs to increase student achievement, as well as social and emotional skills.
- Directly assists the creation and ongoing revision of the ELO-Program Plan Guide.
- Collaborates in the development of age-appropriate programs and activities for students in grades TK-6 including literacy enrichment, instructional interventions, homework assistance, mealtime, recreational and physical activities, intramural sports leagues, STEAM focused enrichment activities and organize special events.
- Provides leadership, supervision and accountability for extended learning programs, including enrollment, curriculum, assessment, behavior management and staffing.
- Collaborates and oversees the After School Education and Safety Program (ASES), Dynamic After-School Hours (DASH) programs and fee based childcare programming.
- Meets regularly with staff to discuss and address priorities, including critical concerns; assures that goals are clearly defined and achieved.
- Coordinates extended learning opportunities with community partners.
- Communicates and supports sites with information to the school community about extended learning opportunities to ensure robust outreach and high participation rates.
- Collects operational data to ensure continuous improvement in program effectiveness.
- Gathers and supports the reporting of information related to the Expanded Learning Opportunities Program funding as required by the state and to the CVESD school board.
- Adheres to communicates policies, procedures, laws and regulations for staff and parents as necessary.
- Works with site principals to develop site-based expanded learning program plans.
- At times may be required to work outside normal business hours and work extended hours

COORDINATOR OF EXPANDED LEARNING OPPORTUNITIES PROGRAM

Page 2

to accomplish requirements of the position.

- Supports the efforts in the organization and expansion of Districtwide sports league.
- Assists with the selection, supervision, and training of assigned staff.
- Performs other related duties as assigned or directed.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Multiple Subject Credential
- Master's degree or higher
- Site leadership experience in public K-12 education strongly preferred

Minimum Qualifications:

- Experience in providing staff development.
- Strong written and oral communication skills.
- Strong educational technology skills.
- Strong organizational skills.

Knowledge, Skills, and Abilities:

- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving and analytical skills with a management style that considers multiple approaches to challenges.
- Strong presentation skills.
- Ability to support and inform parents regarding expanded learning programs.
- Highly knowledgeable and experienced with expanded learning program requirements.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.
- Excellent public relations skills.

Management Salary Schedule: Coordinator Salary Range I

BOARD APPROVED: April 19, 2023

REVISION DATES: