



CLASSIFIED

Job Classification Description

Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 60-2022/23
DOCUMENT NO. 40-2022/23
DATED: 03/15/2023

EXPANDED LEARNING PROGRAM MANAGER

DEPARTMENT/SITE: State and Federal Programs

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 11

WORK CALENDAR: 261 Days

REPORTS TO: Director of State and Federal Programs

FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of State and Federal Programs, the Expanded Learning Program Manager will assist the Department of State and Federal Programs in the implementation of Initiatives and projects for expanded learning across multiple schools. The incumbent will be responsible for grant funds oversight and developing/implementing strategies to ensure financial, programmatic, and operational sustainability; will further support the planning, organizing, coordinating, and implementation of the Expanded Learning Programs. The incumbent in this classification also provides leadership in the implementation of expanded learning programs in support of the State and Federal programs Department, which directly support student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Achieves defined objectives by implementing and maintaining services in compliance with established guidelines.
- Attends required training and meetings as requested.
- Accountable for knowing the California State and Federal regulations/guidelines related to program operations.
- Acts as an intermediary with community partners, vendors, and stakeholders.
- Assists in assuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Assists the Director of State and Federal programs in developing, monitoring, and maintaining multiple budgets, coordinating with purchasing in creating MOU's service agreements and contracts with community partners and vendors.
- Assists with evaluating budgetary and financial data as assigned to ensure expenditures are in accordance with established limitations.
- Collaborates with the finance department to complete monthly budget reconciliations.
- Communicates with parents/guardians through a variety of means.

- Complies with schedules, policies, regulations, orders, and directives of the Superintendent of Madera Unified School District.
- Consults with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Manages all Expanded Learning Programs operations ensuring grant compliance with state and federal laws/regulations, including employee time and effort.
- Participate in all necessary systems to support the after-school program activities including recordkeeping, data collection, and maintaining assessment results.
- Provides professional development to afterschool program staff to ensure district and grant compliance and foster exemplary practice.
- Plans, organizes, coordinates, and implements the operations and activities of assigned Expanded Learning Programs.
- Prepares, maintains and submits accurate records, reports, files, and documentation as assigned or required.
- Prepares and delivers instructional materials throughout the District.
- Communicates with parents/guardians through a variety of means.
- Researches monitors and writes federal, local, and state grants in accordance to District policies and regulations.
- Supervises and evaluates the performance of all assigned personnel.
- Supports the instructional process with specific responsibilities for managing assigned programs and services.
- Supports the planning, organizing and implementing of the operations and activities of assigned programs, functions, or instructional areas to enhance the educational effectiveness, and efficiency of the Madera Unified School District.
- Supports the work of Expanded Learning program partners and personnel.
- Trains and provides work direction and guidance to assigned personnel; assigns duties and reviews work to ensure accuracy and completeness.
- Works collaboratively and maintain effective working relations with other in the course of work in assigned area.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- State and Federal laws, regulations, and codes applicable to Expanded Learning
- Group leadership and facilitation skills
- District organization, operations, policies, and procedures
- Leadership skill in facilitating group processes
- Oral and written communication skills
- Maintaining and inventorying supplies for afterschool programs
- Social, emotional and educational issues related to children, adolescents, and various ethnic and cultural group
- Strong and effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

- Analytical and problem-solving abilities
- Assessment and evaluation instruments, their appropriate implementation, and the ability to interpret and present data from a variety of sources

Skills and Abilities to:

- Operates a variety of office equipment, including but not limited to a computer, and assigned software applications and systems
- Organize work projects; establish priorities and timelines for project management and report preparation
- Communicate, understand and follow both oral and written directions
- Interpret, comprehend, apply and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Work independently with little direction and many interruptions
- Maintains a safe work environment
- Demonstrate loyalty and high ethical standards
- Negotiate skillfully in difficult situations and create solutions to promote compromise
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situation
- Contribute to planning for future needs of the District in Expanded Learning education areas
- Contribute to the successful fulfillment of the District's Mission and Vision
- Work cooperatively and collaboratively with others
- Learn and appropriately apply District policies and procedures
- Maintain appropriate confidentiality about the status of students, staff, school, and district activities
- Integrate technology (i.e. Google Docs, Excel, Presentation, etc.) with students, teachers, parents, and community members

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing department staff members; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

A Bachelor's Degree from an accredited college or university with a major in Education, Liberal Studies, Business Administration; or a closely related field.

EXPERIENCE REQUIRED:

Three (3) years of experience in working in Expanded Learning Programs, supervising, evaluating programs, and employees; with at least two (2) years of experience in budget analysis.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen