

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, SUMMER SCHOOL, INTERSESSION & EXTENDED DAY

BASIC FUNCTION:

Under the direction of the Director of Learning Support Services, assumes administrative responsibilities for extended learning and support programs (e.g., summer school, extended day, intersession, ASES after-school program). Responsibilities include the development, implementation, supervision and evaluation of designated extended learning and support program activities.

ESSENTIAL FUNCTIONS:

Provides leadership and directs the program planning, development, implementation, and assessment of extended learning and support programs and activities, including summer school, extended day, intersession, and ASES after-school programs.

Supervises extended learning and support programs in the district, and plans and develops new extended learning and support programs, as needed.

Provides direction for staff to plan the integration, coordination and alignment of extended learning programs with the regular school day programs.

Meets with staff, parent/community groups and other partners regarding extended learning and support programs.

Markets and promotes extended learning and support programs with community, staff and district.

Supervises the training, communication, service delivery, and data collection of extended learning and support programs with designated program school sites, district personnel and collaborative agencies.

Responsible for program evaluation and the preparation of reports and programmatic recommendations based on evaluative outcomes.

Responsible for the extended learning and support programs' budget, including revenue and expenditures, reports to funding sources and meeting district accounting and budgetary requirements.

Analyzes and verifies financial reports and statements, accounts and revenue and expenditure records.

Responsible for attendance records and financial accounts to ensure fiscal accountability.

Analyzes and projects student Average Daily Attendance (ADA) for extended learning and intervention programs.

Perform related duties as assigned

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and administration programs.

Oral and written communication skills.

Principles and practices of administration, supervision and evaluation.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and implement the operation and evaluation of assigned programs.

Supervise the performance of assigned personnel.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Manage the maintenance of a variety of reports and files related to assigned activities.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make presentations.

Move hands and fingers to operate a computer keyboard.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: master's degree in education, five years leadership experience in the administration of site or district programs.

LICENSES AND OTHER REQUIREMENTS:

Possess or eligibility for a California General Administration, Standard Administration, Administrative Services, Administrative Internship, or supervision with appropriate basic credentials.

WORKING CONDITIONS:

Office environment.