

Job Description

Title: Director, Expanded Learning

Basic Functions:

Under the direction of the Assistant Superintendent, Educational Services, The Director of Expanded Learning is responsible for leading the organizational effort to develop innovative programs and expand learning opportunities for students.

Main areas of focus include:

1. **Expanded Learning-** development and implementation of articulated before and after school expanded learning programs, summer programs and summer school options
2. **Educational Options-** designing and promoting innovative learning environments, enhancement of engaging curricular programs, expanding online learning models

Credential, Education and Experience:

- Valid California Administrative Services Credential or Certificate of Eligibility
- Master's degree from an accredited college/university, preferable in educational administration or related field
- Five years of successful teaching and/or counseling experience level
- Three years of successful administrative or supervisory experience

Knowledge and Abilities:

- Demonstrated knowledge of:
 - Principles of differentiated, data-driven, research-based instruction and intervention
 - Universal Design for Learning and culturally responsive teaching to address the issues of race/ethnicity, identity, language, poverty, and culture
- Demonstrated ability in assigning responsibility, delegating authority, ensuring personal and staff accountability, and recognizing exceptional performance.
- Extensive experience in education with an emphasis in school change management, education leadership, technology integration, professional development leadership, supervision and fiscal management
- Demonstrated interpersonal and team building skills and ability to work harmoniously and effectively in problem solving
- Work independently with little direction, manage time/priorities, communicate effectively orally and in writing
- Manage multiple demands and meet schedules and timelines in a complex and fast-paced environment
- Interpret, apply and explain laws, rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Experience in grant writing and management including pursuing federal grant opportunities
- Ability to develop and manage budgets and lead and direct others with this responsibility.
- Support the goals and objectives of the Governing Board, Superintendent, and Executive Cabinet
- Demonstrated commitment to family and community involvement as partners in education.
- Provide ongoing outreach and education opportunities for families

Responsibilities:

Expanded Learning

- Design and implement the Multi-Tiered Systems of Support (MTSS) framework in the context of expanded learning programs
- Plan and organize the operation and administration of articulated expanded learning program
- Collaborate with the site administrator the planning of quality academic and social and emotional supports including homework assistance for all students including English Learner, low-income and at-risk students and monitor student progress based on achievement, attendance, and behavioral data
- Plan and coordinate enrichment and extra-curricular activities and special events such as intramural athletics, music, art, dance and theater
- Conduct meetings and staff training sessions that directly affect the development, planning, coordination, and use of data as it relates to the implementation of the expanded learning program
- Plan, organize and schedule training programs
- Coordinate and collaborate with district and site staff in areas of shared responsibilities including staffing, facility use, and communication
- Monitor enrollment and attendance records of students in program
- Provide program staff with direction and supervision
- Assist in other school programs as assigned or authorized by supervisor

Educational Options

- Foster the advancement of innovative programs
- Lead the revenue generation efforts through identifying, writing and securing state and federal grants; building business partnerships; and promoting sustainable program offerings
- Evaluate program effectiveness; monitor student outcomes, ensure fiscal viability to maximize the impact of programs for students
- Secure additional resources including grants and business partnerships to support program development and implementation
- Identify and lead efforts pursuing state and federal grant opportunities
- Identify private, corporate, and foundation funding opportunities and secure resources for district initiatives
- Participate in and contribute to the development and oversight of relevant budgets
- Ensure the effectiveness of programs
- Ensure all innovative programs are managed within goals, timelines and budgets through regular monitoring and formal reporting
- Conduct strategic analyses and developing clear and quantifiable goals and objectives for program development
- Serve as a key resource for professional development and technical expertise on differentiated instructional pedagogy including Universal Design for Learning
- Manage and lead the summer school programs

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410)

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