

MT. DIABLO UNIFIED SCHOOL DISTRICT
Expanded Learning Assistant Coordinator

Summary Definition

The Expanded Learning Program Assistant Coordinator will support the Expanded Learning Program Coordinator in the planning, coordination, and implementation of enrichment, academic and nutrition activities in MDUSD expanded learning program.

Directly Responsible To: Administrator, Expanded Learning

EXAMPLES OF DUTIES / Responsibilities:

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Assist and monitor the day-to-day operations school or program based school year, intersession, and summer expanded learning programs. **E**
2. Create a safe, positive and engaging environment. Oversee and manage all student behavior and expectations. **E**
3. Mentor and support staff in creating a solid work team.
4. Responsible for supporting the scheduling of academic, recreation, enrichment and nutrition activities. **E**
5. Responsible for operating the program site when the Expanded Learning Program Coordinator is unavailable. **E**
6. Monitoring the inventory of program materials and supplies for school and summer programs.
7. Maintain accurate records for program, attendance, and program documentation.
8. Assist with ongoing communication and coordination between the school day, stakeholders, and the MDUSD Expanded Learning program.
9. Assist with room use and facilities at the expanded learning programs.
10. Assist with outreach, support and supervise expanded learning program site volunteers and program partners.
11. Attend and lead MDUSD expanded learning program meetings and other relevant staff development.
12. Communicate to expanded learning staff their roles, responsibilities, goals, policies and procedures of the program. Oversee any concerns with job performance.
13. Support on-site orientation of new employees.
14. Support ongoing communication with parents through regular conversations, phone calls, and bi-monthly newsletters.

DESIRABLE QUALIFICATIONS

Education and Experience:

Any combination equivalent to: Minimum of one-year experience in expanded learning programs, recreation and/or education. Demonstrated interest, ability and involvement with recreation and education principles to effectively develop and implement into the CARES after school programs. Ability to effectively lead, schedule and coordinate the activities in the CARES Program; work cooperatively in a team environment and without direct supervision on a daily basis. Bachelor's degree desirable.

Knowledge of:

1. Ability to exhibit the qualities of leadership essential to the successful school based Expanded Learning Programs.
2. Ability to work with pupils and adults in a supervisory capacity.
3. Ability to exercise good judgment and tact.
4. Ability to cope with emergency situations.
5. Knowledge of basic elements of instruction.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Ability to speak and write effectively.
8. Ability to work effectively with all segments of the educational community and general public.
9. Knowledge of social, personal, and physical development of children and preadolescents.
10. Knowledge of school-based settings or other District designated environments working with students in a diversified special education classroom environment.

Skill in:

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership of teams and departments
- Must possess a valid CA driver's license and have the ability to obtain current CPR and First Aid certification.
- Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen).

Environment:

School-based settings or other District designated environments working with students in a diversified special education classroom environment.

Physical Abilities

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Work Hours: 40 hours a week coinciding with the regular school schedule and summer session. Hours vary slightly with individual school sites. Work hours include 10:00 pm - 6:30 pm.

Work Year: 12 month (238 days)
Board Approval 08/28/24

DMA Salary Range: 1