

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator I, Extended Learning	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Extended Learning	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	June 1, 2022	SALARY:	E-20/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area(s); coordinate activities as related to Extended Learning programs, provide students access to high quality learning options to stay in school on target to graduate, provide leadership, expertise, and support at the school site level for the full implementation of Extended Learning programs; supervise, train, provide clear work direction and evaluate the performance of assigned staff to provide timely delivery of high quality services. Works under the direction of the site principal/administrator.

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

Coordinate and plan activities as related to Extended Learning programs, including but not limited to providing students a variety of learning options. **E**

Participate in the development of goals and objectives for assigned Extended Learning programs (e.g., After School Program, Saturday Academy, and Winter and Summer Programs) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines. **E**

Coordinate community partnerships; work with businesses and school sites to develop and maintain strong business and community partnerships. **E**

Coordinate events and authorized and review expenditures for events and programs to assist in ensuring appropriate usage of funds. **E**

Develop, modify, allocate, monitor, supervise and submit multiple budgets to various District sites and the State to assist in ensuring the financial viability of the District; report and submit budget claims to the State. **E**

Supervise and evaluate performance of employees; interview and select highly qualified employees; organize and provide for training and development of employees in support of

professional learning. *E*

Plan, coordinate, implement, and monitor specific assigned projects. *E*

Maintain professional competence through participation in in-service education activities as provided by district, state, consultants, or self-selected professional growth activities. *E*

Assist site administrative staff, teachers, industry representatives in reviewing, improving, and assessing programs to meet the needs of students and families. *E*

Write or assist in writing grants, pilot programs, and applications for funding of assigned programs to obtain sufficient funding to support student achievement. *E*

Prepare Board of Education agenda items. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree and three years increasingly responsible supervisory and/or management or related experience in area of specialty; experience in pupil personnel services and teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned programs.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Analytical and problem-solving abilities.

Labor Relations law and employee contracts.

Operation of a computer to enter data, maintain records and generate reports.

District organization, operations, policies, objectives, and goals.

Project management.

ABILITY TO:

Direct, plan, organize and administer the policies and the activities of the district as it relates to Extended Learning programs.

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.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Develop, monitor curriculum, and programs.
Work collaboratively and build positive relationships with a diverse range of stakeholders.
Organize, interpret, and manage data using appropriate technologies.
Make presentations and deliver in-services in area of specialty.
Work cooperatively with others.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Design and implement a wide variety of professional learning opportunities.
Establish and maintain cooperative and productive working relationships with a diverse range of people.
Analyze situations accurately and adopt an effective course of action.
Work independently and effectively with minimum direction.
Design an effective system of reporting progress and monitoring results.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
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 situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor school site and office environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied or abusive individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information, assist students in instructional activities, and make presentations; seeing to monitor programs and read various documents related to assigned activities; dexterity of hands and fingers to operate a computer, other office equipment, and a variety of instructional material; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies, files from cabinets, shelves, lift light objects, or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions