

NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

**JOB TITLE: Coordinator-Extended Learning Opportunities**

---

Job Purpose Statements: Under the direction of the Assistant Superintendent-Educational Services, the "Coordinator-Extended Learning Opportunities," will assist in the development, implementation, and ongoing technical assistance of District extended learning programs.

Essential Job Functions:

- **Coordinates** and **develops** the academic, recreational, and community activities in conjunction with the District and representation from the National City Collaborative.
- **Conducts** monthly meetings with the National City Collaborative.
- **Fosters** the development of family-school-community partnerships leading to the sustainability of the project.
- **Seeks out** and recruits community resources to support ongoing services.
- **Develops and** disseminates **needs** assessments, surveys and evaluation instruments with assistance of the evaluator.
- **Meets** regularly with school principals to conduct on-going evaluations.
- **Provides** overall evaluation of the extended learning programs and reports to the Governing Board yearly.
- **Makes** recommendations for hiring extended learning staff and evaluating such staff.
- **Solicits** and **coordinates** volunteers to support the extended learning programs.
- **Coordinates** and **oversees** training for all staff members
- **Develops** and **disseminates** print media.
- **Facilitates** in the coordination and planning of the extended learning snack program.
- **Plans** and **coordinates** student transportation to recreational and academic sites.
- **Orders, disseminates, and maintains** equipment, instructional materials and supplies.

Other Job Functions:

- **Performs** other duties as assigned.

Job Requirements-Qualifications:

- Experience Required: Experience in a leadership position within a school district and a minimum of three years of successful classroom experience. Bilingual English/Spanish is desirable.

Skills, Knowledge and/or Abilities required:

*Skills* to manage personnel and programs, communicate effectively, problem solve.

*Knowledge* of curriculum, education code, district policies.

*Abilities* to establish and maintain cooperative and effective working relationships with children and adults; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; make presentations; plan and organize work. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

**Licenses, Certifications, Bonding and/or Testing Required:**

Valid California teaching credential, valid California Administrative credential, valid California driver's license, Criminal Justice Fingerprint Clearance.