

Job Title: DIRECTOR OF EXTENDED LEARNING OPPORTUNITIES

Definition:

Under the direction of the Assistant Superintendent of Innovation and Technology Services leads and implements the Lancaster School District's Vision to offer extended learning opportunities to students including, but not limited to, programs offered during summer, intersession, before/after school and on Saturdays across the district. The director has administrative responsibilities for supplemental extended learning programs, seat-based and/or virtual, including supervision of staff, development of the program structure and evaluation.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all these tasks or may perform similar related tasks not listed here.

1. Monitor district attendance and organize and supervise Saturday Schools, Intersessions, Summer School and Before/After School Programs to maximize attendance recovery and academic achievement across the district, including hiring staff, coordinating curriculum, and analyzing data.
2. Coordinate after enrichment opportunities to maximize additional instructional time to increase student achievement, including coordinating curriculum, integrating technology, developing evaluation tools, and analyzing data.
3. Develop successful blended learning opportunities for before and after school programs, intersessions and summer school, including, but not limited to, research of programmatic and systems improvements, recommendations in policies and procedures related to the learning program, and intervention and enrichment opportunities Meet with parents and guardians requesting before and after school programs, intersessions and summer school.
4. Monitor the development of personalized learning plans, as needed, and progress of students in extended learning programs.
5. Working with staff and families to meet the goals of IEPs in extended learning environments and support student's academic, social/emotional, and behavioral goals.
6. Identify short and long-term goals related to blended learning environment needs and develop strategies for systems development, technology acquisition and integration, and program evaluation.
7. Work collaboratively with district and site staff to facilitate district committees for development and evaluation of extended learning opportunities using research-based strategies and student achievement data, including, but not limited to digital student portfolios and individualized student goals.
8. Work collaboratively with district staff and principals in developing and monitoring the collection of student data connected to extended learning opportunities and local and state assessments.
9. Develop community partnerships and communication plans to brand and promote district programs throughout the Antelope Valley and increase public awareness of the District's specialized programs, support services, and supplemental extended learning and alternative programs.
10. Provide technical assistance to district and school administrators in the areas of attendance monitoring and recovery procedures.

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11. Develop a professional learning plan to stay current with state of the art “best practices” for educational technology, and blended learning.
12. Coordinate with Educational services staff on a regular basis to align curriculum used in extended learning opportunities with district instructional and curricular goals.
13. Direct the continuous improvement of all extended and blended learning opportunities in accordance with the district needs.
14. Keep informed of and comply with federal, state, district, and school regulations, reporting requirements and policies.
15. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
16. Prepare for and follow up on any audits.
17. Assist in the development of district policies, procedures, and guidelines related to extended learning opportunities and blended learning opportunities
18. Supervise, evaluate staff, and develop and maintain a positive and supportive environment for teaching and learning.
19. Maintain positive working relationships and communication with students, staff, parents, and vendors.
20. Perform other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Current K-12 instructional practices; principles and techniques of educational technology; principles and techniques for project planning, scheduling and control; emerging trends in blended learning, educational technology, and management of budget planning and oversight.
- Knowledge of extended learning opportunities, attendance recovery, and development of assessments
- Possess understanding of the principles, practices, and analysis of assessments for use at district, state and federal level.
- Understand and utilize a variety of systems used to collect, store and report on LCAP and SPSA metrics which are aligned with complete and accurate data reporting.
- Procedures, methods, and strategies of organization, management, and supervision Human relations strategies, conflict resolution strategies, and team building principles and techniques
- School reform and restructuring
- California Standards for the Teaching Profession
- California Content Standards and State Frameworks
- Special Education laws and protocols as they relate to the Individual Education Plan (IEP) process
- Education Codes pertaining to student discipline
- District adopted employee evaluation and discipline procedures including the Stull Bill
- Teachers Associates of Lancaster and California School Employees Association Agreements
- Effective instructional strategies

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- District and State assessment mandates
- Conflict resolution technique

Skills and Ability to:

- Achieve and realize compatibility between personal professional goals and District philosophy and curriculum programs.
- Supervise, coordinate, and direct classified staff, advisory groups, and other stakeholders; Communicate clearly and concisely, orally and in writing
- Develop sound strategies to accomplish objectives
- Possess excellent technology skills
- Incorporate new technology into future plans
- Facilitate and lead change
- Establish positive and productive relationships with others
- Comply with District's Strategic Design standards and Board policies
- Plan, develop, and maintain effective organizational and community relationships
- Operate computer and related software that pertain to job duties
- Work with an ethnically diverse population
- Utilize data analysis techniques and data
- Utilize District Student Information Technology Systems
- Mediate conflict
- Prioritize responsibilities and time effectively
- Maintain professional confidentiality

Training and Experience:

- Master's degree in educational technology, School Administration, or related field
- A Minimum 5 Years Teaching Experience
- A Minimum of 5 years' experience as a site administrator
- Proven experience in leading and designing professional development
- Current California Teaching Credential and Administrative Credential
- Valid California drivers' license, proof of automobile insurance, and access to an automobile during the work day

Physical Requirements and Working Conditions:

- Require vision which may be corrected to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds.
- Subject to inside and outside environmental conditions.
- May be required to work evenings and weekends
- May be required to work at a computer terminal for prolonged periods
- May be required to attend periodic evening meetings and/or travel within and out of district boundaries to attend meetings.

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- Must have a valid California driver’s license and be insured
- Utilize own vehicle for transportation as needed
- May be required to take and pass a physical examination

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		