

MANAGEMENT JOB DESCRIPTION

DIRECTOR OF EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP)

JOB SUMMARY:

Under the supervision of Area Assistant Superintendent, the Director of Expanded Learning Opportunities Program (ELOP) provides leadership and service in developing and implementing supplemental extended learning programs, including after school and intersession programs across the Chula Vista Elementary School District for grades TK-6. The ELOP Director is responsible for academic, social and emotional elements of these programs, ensuring they are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. The Director is responsible for the development of a program plan, recruitment of students, staffing, coordination of transportation, staff training and professional development, observation of programs and feedback on their effectiveness. They will oversee ELOP funded programs that provide safe, engaging activities on and off campus for students in the areas of academics, enrichment, sports, recreation and more.

ESSENTIAL JOB FUNCTIONS:

- Oversees the development, organization and implementation of after school and intersession programs to increase student achievement, as well as social and emotional skills.
- Responsible for the creation and ongoing revision of the ELO-Program Plan Guide.
- Develops age-appropriate programs and activities for students in grades TK -6 including literacy enrichment, instructional interventions, homework assistance, mealtime, recreational and physical activities, intramural sports leagues, STEAM focused enrichment activities and organize special events.
- Provides leadership, supervision and accountability for extended learning programs, including enrollment, curriculum, assessment, behavior management and staffing.
- Collaborates with and oversees the After School Education and Safety Program (ASES), Dynamic After-School Hours (DASH) programs and fee based child care programming.
- Meets regularly with staff to discuss and address priorities, including critical concerns; assures that goals are clearly defined and achieved.
- Coordinates extended learning opportunities with community partners; addresses how to best support school and district leadership in building connections between the individual school sites, the community, and community partners to effectively develop and implement the identified programs.
- Develops communication and supports sites with information to the school community about extended learning opportunities to ensure robust outreach and high participation rates.
- Implements and maintains services through establishing guidelines and standards using measurable outcomes; uses academic and operational data to drive continuous improvement in program effectiveness.

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- Ensures program compliance with all applicable district wide policies and procedures, state and federal laws and regulations, including funding allocations, and standards of quality and safety.
- Responsible for reporting information related to the Expanded Learning Opportunities Program funding as required by the state and to the CVESD school board.
- Interprets policies, procedures, laws and regulations for staff and parents as necessary.
- Provides oversight for the program budget in collaboration with District Finance and site leadership.
- Works with site principals to develop site-based expanded learning program plans.
- At times may be required to work outside normal business hours and work extended hours to accomplish requirements of the position.
- Facilitates the organization and expansion of Districtwide sports league.
- Selects, supervises, trains, and evaluates assigned staff.
- Performs other related duties as assigned or directed.

DESIRED QUALIFICATIONS:

- Bachelor's degree, Master's preferred.
- Experience working with before and after programs.
- 5 years or more of leadership experience in public K-12 education strongly preferred.

Minimum Qualifications:

- Experience in providing staff development.
- Strong written and oral communication skills.
- Strong educational technology skills.
- Strong organizational skills.

Knowledge, Skills, and Abilities:

- Capacity to manage multiple projects simultaneously in a fast-paced environment, balancing day-to-day operations with special projects.
- Problem-solving and analytical skills with a management style that considers multiple approaches to challenges.
- Strong presentation skills.
- Ability to support and inform parents regarding expanded learning programs.
- Highly knowledgeable and experienced with expanded learning program requirements.
- Evidence of successful implementation of after-school sports programs.
- Ability to work independently with limited direct supervision, and to adhere to schedules and timelines.
- Ability to work collaboratively with various groups to gain consensus related to project implementation.
- Excellent public relations skills.