



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATOR, EXPANDED LEARNING

### DEFINITION:

Under general direction of the Director, this position coordinates appropriate technical assistance, professional learning, and compliance monitoring support to programs, schools, and districts. Performs other related duties.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Works with participating school sites, districts, after school programs, and community partners to support expanded learning program implementation and improvement;
- Develops, facilitates, and provides professional learning for expanded learning programs, educators, and providers;
- Provides technical assistance in the design, implementation, evaluation, and monitoring of research-based quality after school, summer, and intersession enrichment and learning programs;
- Participates in interdepartmental collaboration and statewide committees;
- Gathers and analyzes program data
- Completes and submits required reporting
- Drive occasionally for department business
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### EDUCATION AND EXPERIENCE REQUIREMENTS:

Possession of a valid California teaching credential; valid California administrative credential and successful administrative experience required; successful experience in supporting and providing expanded learning programs; experience in developing curricular materials and professional learning activities in after school programs.

Knowledge of: California Department of Education, Expanded Learning Division's Quality Standards; expanded learning funding sources and programs, including Expanded Learning Opportunities (ELO), After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), System of Support of Expanded Learning (SSEL), and Science, Technology, Engineering and Math (STEAM); characteristics of quality TK-12 before, after, summer, and intersession school programs; technical assistance needs of expanded learning programs; strategies for identifying and supporting research-based practices; effective professional learning strategies; local, state and federal programs related to expanded learning; standard software applications and video-conferencing platforms.

Skill and Ability to: Identify and secure funding to support long-term fiscal sustainability of expanded learning programs; evaluate and assess program effectiveness; identify and disseminate standards-aligned curriculum; coach and mentor expanded learning providers; plan, coordinate, deliver, and assess professional learning activities; develop and implement regional communications systems and develop partnerships; manage the work, set priorities, and evaluate progress toward outcomes; communicate concepts and information clearly, concisely, and accurately orally and in writing with proper grammar usage; initiate and facilitate interaction with individuals and among group members; model strong interpersonal skills necessary to develop and maintain effective communication and collaborative working relationships with individuals and groups from diverse backgrounds; integrate the use of technology to enhance job performance



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PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: June 10, 2022 Revised: n/a

**APPROVED**

Print Name: Chinny Clawson  Title: Director, Human Resource Services