

STOCKTON UNIFIED SCHOOL DISTRICT EXPANDED LEARNING SITE PROGRAM FACILITATOR

DEFINITION

The Expanded Learning Opportunities Program (ELOP), Program Facilitator will lead the school's effort to provide high-quality expanded programming for their school beyond the traditional school day; after-school, intersession, and summer school programming. Program Facilitators will strengthen and align programs by providing leadership in planning, implementing, and coordinating the district's ELOP programs. Program Facilitators are responsible for assuring program compliance of each site following all rules set forth by California's States ELOP requirements and Stockton Unified School District.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Administrator of ELOP and the site Administrator. The program facilitator will support and direct the work of program support staff as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Recruit and maintain program participants at level sufficient to sustain program.
- Facilitate the day-to-day operations of the ELOP program working closely with teachers, partner agencies, and program support staff to provide a comprehensive and synchronous program.
- Accommodate and support students of diverse needs and populations, including TK/Kinder and special education students.
- Participate in the implementation of all necessary systems to support the ELOP program activities including recordkeeping, data collection, and maintain assessment results.
- Collect, maintain, and report all documentation required for grant compliance including registration, attendance, assessment data, survey, matching funds, plans, and program evaluation.
- Maintain, prepare, and submit daily, weekly, and monthly reports on attendance and progress of students. Maintain, prepare, and submit, daily, weekly, and monthly reports on the attendance of program support staff.
- Maintain and inventory supplies for the program.
- Organize and facilitate parent meetings and coordinate family events after-school. Develop family involvement and recruit participants.
- Provide family and community resources to your students and families
- Daily distribution of snacks and meals and record keeping of the afternoon snacks and make this record available to Food Services staff.
- Assist students in developing a positive self-image and interpersonal relationships with peers and adults by interacting with students, parents, and program support staff.
- Float from group to group providing direction and assistance when necessary to assure effective implementation of the ELOP program.
- Train and ensure safety procedures and protocols are connected to the school day and are practiced.
- Train partner staff on ELOP requirements and site routines and program structure.
- Reinforce partner agency trainings with partner staff.
- Attend district professional development and ELOP trainings and meetings
- Build relationships and open communication with partner staff, parents, and students. Act as a liaison for these groups to connect them with the school site.
- Meet regularly with your administrators, teacher coordinators, school nurses, school counselors, SPED teachers, mental health specialists, and behavior specialists, to provide safety, social and emotional, and academic support.
- Mentor students and promote PBIS strategies in alignment with site initiatives, and develop behavior support plans for students with challenges, and provide conflict resolution and mental health support strategies.
- Review, model, and enforce program expectations and requirements to students and program support staff
- Ensure the site has schedules and aligned lesson plans for every program support staff.
- Secure and clean up areas utilized by ELOP program
- Perform related duties as assigned.

Knowledge of:

- Social, emotional, and educational issues related to children, adolescents, and various ethnic and cultural groups
- Basic educational processes
- A variety of techniques, curricula, and processes used to teach literacy and math to school-aged children
- Operation of personal computers and software applications

Ability to:

- Work an alternate shift schedule
- Organize work projects; establish priorities and timelines for project management and report preparation
- Establish and maintain cooperative working relationships with site staff, ELOP office, partner agencies, and program support staff.
- Meet schedules and timeline
- Speak and write clearly and effectively
- Maintain confidentiality/confidential records
- Work with culturally diverse students, staff, and parents
- Understand and interpret district policies and guidelines

Experience and Education:

Two years of college (minimum 48 semester units) or possession of an Associate's degree or higher or proof of certification through a local assessment which meets the requirements of "Every Student Succeeds Act" AND two years of responsible work experience with a preference given to experience coordinating a youth program, a recreation program or other educational program. Possession of a valid California driver's license is required. Possession of a valid First Aid Certificate is required within six months from the date of hire. Possession of a valid CPR Certificate is desirable.

Salary Schedule

CSEA Chapter 318

Non- Incremental Salary Schedule

Range 48

236 work days

Board Approved: December 13, 2022