

Stockton Unified School District

Expanded Learning Opportunities Program (ELOP) Senior Program Specialist

DEFINITION

Assist with planning, implementation, monitoring, and evaluation of Expanded Learning Opportunities Programs, ELOP. Provide day-to-day programmatic and technical support and assistance to school sites and various departments of the District; and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Administrator of ELOP, and will support, and supervise program support staff as assigned.

EXAMPLES OF DUTIES:

Duties may include but not be limited to, the following: (E represents essential functions)

Assist in planning, implementation, and evaluation of ELOP programs related to the district and CDE requirements and expectations. **(E)**

Render day-to-day programmatic and technical assistance to school site teachers and staff, parents, and students. Further develop and implement activities and procedures to involve parents. **(E)**

Organize and conduct in-service workshops for school day teachers and staff, ELOP staff, and parents in areas related to ELOP. **(E)**

Lead data analysis and data-driven workshops to site administrators and teacher coordinators as it relates to ELOP. **(E)**

Select, develop, and recommend research-based curriculum materials to improve and enhance the performance of participating students. **(E)**

Assist in the implementation of Every Child Succeeds Act (ESSA) requirements. **(E)**

Monitor and review district and school sites program documents, and records to ensure compliance with District, and ELOP rules and regulations. **(E)**

Conduct ELOP/ after-school program site visits and provide strategic analysis as it relates to tutoring and enrichment programming throughout the District. **(E)**

Communicate and work with the ELOP Administrator, school site administrators, program facilitators, ELOP and partner staff, teachers, and partner agencies as it relates to student academic achievement and SEL development. **(E)**

Assist in the coordination of compliance reviews and federal program monitoring, State audits.

Provide leadership, and workshops to develop models, approaches, systems, procedures, and other tools used by teachers working in ELOP strengthening site and student plans and initiatives for the promotion of high achieving students. **(E)**

Implement staff development training, one on one, or in a group setting, to advance understanding and application of ELOP components and action plans. **(E)**

Collaborate with school site administration and teacher coordinator based on academic program intervention needs. **(E)**

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Maintains flexible work hours.

Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Knowledge of:

- Administrative principles and practices
- Program subject matter area
- Curriculum and curriculum development related to ELOP
- Program assessment, evaluations, and recordkeeping requirements
- In-service training techniques.
- Social, emotional, and educational issues related to children, adolescents, and various ethnic and cultural groups
- Knowledge of a variety of techniques, curricula, and processes used to teach literacy and math to school-age children
- Operation of personal computers and software applications such as Synergy, Microsoft Word, Excel, and Outlook

Ability to:

- Create and design a plan in improving sites with ELOP administrator
- Make effective public presentations
- Design, process, and implement programs
- Communicate complex and difficult issues in an agreeable and professional manner.
- Attend required training and meetings as requested
- Organize work projects; establish priorities and timelines for project management and report preparation
- Establish and maintain cooperative working relationships with site staff, department employees and employees from partner agencies.
- 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, grant requirements and program plans.
- To work an alternate shift schedule

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs., at waist height for short distances
- Push/pull up to 40 lbs., for short distances
- Reach overhead, above the shoulders and horizontally.

Working Conditions:

Office Environment.

Travel to district sites.

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EDUCATION AND EXPERIENCE:

Must have a Master of Arts or advanced degree from an accredited college or university. (3) years of teaching experience, varied levels with experience in literacy and mathematics. Experience as a site program specialist is preferred.

License or Certificate:

Possession of a valid California teaching credential

First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

Possession of a valid California driver's license is required.

Salary Placement

Management Salary Schedule

Tier 5, Range. 03

\$90,659.52 - \$110,197.21

12-month work year

Board Approved: 7/11/2023