EL PASO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Coordinator Extended Day Learning	**Job Title Code**	127146EF
Reports to	Director	**Wage/Hour Status**	Exempt
Dept/School	Family and Community Engagement	**Pay Grade**	105
		Date Revised	August 23, 2024

Primary Purpose

Direct, manage, and oversee the implementation, integration, and management of district's after-school programs. Communicate and coordinate program operations with district and community.

Education/Certification

- Master's Degree from an accredited university or college
- Valid Texas Teacher Certificate

Special Knowledge/Skills

- Knowledge in the design, development, and implementation of grants programs
- Ability to manage budget and personnel
- Ability to interpret policy, procedure, and data
- Demonstrate leadership ability in working with administrators, teachers, students, parents, and the public
- Knowledge of District policies, state and federal rules and regulations
- Strong organization, communication, presentation and interpersonal skills
- Strong knowledge of computer equipment and software programs
- Ability to maintain and implement Extended Day Learning Centers that comply with DFPS minimum standards
- Ability to use social media, multi-media equipment, and software programs

Experience

- Three (3) years' experience in teaching or grants administration
- Three years of successful experience in campus leadership and/or supervisory role in a childcare setting

Major Responsibilities and Duties

1. Ensure the program adheres to all local, state and federal rules, regulations, and district policies.
2. Oversee the implementation of goals and objectives to address the intended service delivery of culture, climate and instruction.
3. Monitor the afterschool program to ensure grant compliance.
4. Support existing and potential program partners to provide educational and related activities that complement and enhance academic performance, achievements, and positive youth development of participating students.
5. Maintain working relations with program partners, community organizations, and elected officials.
6. Conduct regular site visits to aid with program implementations and compliance.
7. Serve as the liaison between the campus and the program partner (address program concerns).
8. Provide timely and continual feedback for effective practices.
9. Coordinate the development of intervention programs aligned with the grant or funding source to provide enhanced programs for at-risk students.
10. Assistance in the distribution of program partner materials to campuses under the partnership.
11. Provide guidance and support for effective and consistent implementation of academic support structures throughout designated campuses.
12. Provide ongoing training opportunities to campuses and parents on after-school programs.

13. Lead efforts with campus staff and existing and potential program partners to provide educational and related activities that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of participating students.
14. Oversee program outreach, recruitment, and retention to guarantee sustainability.
15. Perform other duties as assigned by supervisor.

School/Organization Improvement

16. Work with campus leadership and program partners to establish and implement measurable accountability standards.
17. Collect data and prepare data reports required by district, program partners and funding source.
18. Gather, analyze and interpret data to measure performance, set planned targets, and monitor progress.

School/Community Relations

19. Collaborate with campus instructional leadership teams to promote relationship building strategies among staff, parents, and students.
20. Develop systematic processes that respond to campus, parental, and community inquiries.
21. Communicate the District's vision and implementation of the after-school programs to all stakeholders.

Professional Growth

22. Attend professional development trainings as directed.

Supervisory Responsibilities

Assigned Personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Moderate lifting, carrying, standing, stooping, and bending. Work hours will regularly occur after school and may occasionally be prolonged and irregular. Frequent District wide and in and out of state travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

** *Note: This grant-funded position is approved on an annual basis and could potentially be funded for up to five years.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

EL PASO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

*Employee Signature:*_____ *Date:* _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above is compliant with respective program requirements.

*Supervisor Signature:*_____ *Date:* _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII,IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.