

JOB DESCRIPTION

Job Title	Director Extended Day Learning Centers	Job Title Code	115312
Reports to	Chief Organizational Transformation and Innovation	Wage/Hour Status	Exempt
Dept/School	Family and Community Engagement	Pay Grade	108
		Date Revised	August 15, 2025

Primary Purpose

Direct, manage, and oversee the strategic implementation, integration, and management of the district's Extended-Day Learning Centers.

Education/Certification

- Master's Degree with valid Texas Principal or Mid-Management Certificate
Or
- Bachelor's Degree with five (5) years in a supervisory role in a childcare setting

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
- Knowledge of quality childcare programming and Texas Rising Star licensing requirements
- Knowledge of the Texas Department of Family and Protective Services (DFPS) Minimum Standards [section 744 and/or 746 as designated on site licenses] and quality childcare programming
- 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 of successful licensed childcare or comparable experience in a public-school setting
- Five (5) years of successful experience in campus leadership and/or supervisory role in a childcare setting

Major Responsibilities and Duties

1. Lead the strategic design and sustainable implementation of Extended Day Learning Centers at all elementary schools.
2. Adhere to the Texas Educator Code of Conduct, and all policies, procedures, laws, and federal and state regulations.
3. Ensure all program sites comply with the Texas DFPS Minimum Standards for School-Age and Before and After-School Programs [Section 744 and/or 746] to all local, state and federal rules, regulations, and District policies.
4. Collaborate with building principals, food services department, and the transportation department to coordinate effective program operations and meet the needs of all students.
5. Conduct a comprehensive needs assessment and collaborate with department staff and other stakeholders in the development of an annual program plan.
6. Develop, monitor, and maintain the program budget in accordance with district policies and procedures.
7. Procure and manage supplies, equipment, and other resources for each program site; ensure inventory records are maintained and updated regularly.

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8. Follow district policies and procedures to initiate new or maintain existing agreements with potential or established program partners.
9. Develop and communicate program policies and procedures to program staff, parents and the community.
10. Recruit, hire, and supervise program staff.
11. Coordinate professional learning for program staff, to include, but not limited to, management of student behaviors.
12. Provide staff, parents and caregivers with learning opportunities that are aligned to the successful operation of the program.
13. Monitor the Extended Day Learning Center programs to ensure grant compliance when applicable.
14. Collaborate with program partners to provide high-quality educational and enriched activities that result in the positive development of participating students.
15. Maintain positive and effective working relationships with program partners, community organizations, and elected officials.
16. Conduct regular site visits to assist building principals and site managers with program implementation and compliance requirements.
17. Oversee or support the preparation, submission, and maintenance of documentation required for Texas Health and Human Services Commission (HHSC) Childcare Licensing.
18. Maintain open and consistent communication with supervisors to share program updates, highlight successes, and identify areas for improvement.
19. Prepare program-related reports as requested.
20. Perform other duties as assigned.

Supervisory Responsibilities

Supervise 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.
- Frequent prolonged or irregular working hours. Frequent in and out of district travel.

Terms of Employment

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

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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Date: _____

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

Employee: _____
Date: _____



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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.