



Job Description

Title: Manager, Extended Student Services	FLSA Status: Exempt	Created: July, 2014
Supervisor: Assistant Superintendent, Educational Services	Supervises: ESS staff	Revised: May, 2018
Department: Extended Student Services (ESS)	Bargaining Unit: Classified Mgmt.	Approved: November, 2018

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Educational Services, plan, coordinate and evaluate the operations of site-based Extended Student Services programs for school age children; monitor fiscal transactions; coordinate food service needs, arrange for special programs; serve as liaison to District advisory groups, train, supervise and evaluate the performance of ESS staff; ensure compliance at all sites of District and program goals, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, implement, administer and evaluate before and afterschool programs and services for school-age children; serve as liaison to District Advisory groups; interpret program policies and procedures.
- Conduct site visits and supervise program set-up at District schools; conduct regular staff meetings with staff; provide in-service and workshops to staff as needed throughout the year; communicate with staff individually, in groups or teams to discuss program and children's needs; prepare monthly staff calendar and staff handbook; ensure program compliance with District policies, procedures and regulations.
- Comply with all State and federal guidelines regarding implementation of Individual Education Plans, 504 Plans and Behavior Plans.
- Determine staffing needs and work schedules; provide staff development activities and training as needed; train site staff for academic year and vacation camp programs.
- Meet with nurses and medical personnel regarding enrolled students requiring medication, insulin, or other medical needs.
- Monitor and manage student discipline, including suspensions and expulsions.
- Plan, create, organize, purchase and set-up enrichment rotations and field trips.
- Meet professional standards in compliance with the California Professional Standards for Educational Leaders.
- Participate in Instructional Leaders' Professional Learning Community work.
- Ensure timely and informative communication between program administrators, ESS staff, parents and the public.
- Ensure Extended Student Services curriculum is age-appropriate and ensure programs provided are in compliance with licensing and school district regulations; balance programs to ensure structured and unstructured activities, and teacher directed and child-initiated experiences.
- Establish and implement ESS program eligibility guidelines; obtain health records and review center policies and procedures with new enrollees; provide and maintain records and reports as required by State guidelines and District policy.
- Develop and ensure required forms, documents and applications for enrolling children in the Extended Student Services program are utilized appropriately; present program information at kindergarten orientation and Extended Student Services registrations; enroll families according to State guidelines and District policies.
- Prepare Extended Student Services budget in coordination with administrative personnel; monitor and evaluate expenditures, receipts, fiscal reports and contract agreements; approve orders for site supplies, furniture and equipment.
- Prepare grant applications; prepare fiscal reports; develop and maintain partnerships with external organizations to support quality programming and enrichment opportunities.
- Promote ESS child care programs within the community;

- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training; collect and approve timesheets.
- Prepare written maintenance requests for maintenance needs; maintain a record of completed jobs and jobs which are still open; contact custodian for emergency needs; prepare monthly custodial calendars.
- Respond to parent questions, concerns and requests for information; ensure parent or child problems are handled efficiently and fairly; work with other school staff to ensure success of the Extended Student Services programs.
- Serve as representative at community, regional and State meetings as appropriate; maintain a positive and supportive relationship by articulating programs to the community; promote the agency's image as a provider of quality Extended Student Services for children.
- Observe, document, suggest and direct staff to achieve the objectives of Extended Student Services programs.
- Utilize organizational resources such as nurses, psychologist and speech therapists when children or families need special help.
- Create, review, add combo codes, sign and upload timesheets to Business Office.
- Ensure that snacks are age-appropriate, well balanced and nutritious; drive a vehicle to conduct work.
- Maintain current information on new rules and regulations; inform parents and staff of pending legislation that relates to Extended Student Services issues.
- Confer with administrators on issues related to program needs; prepare annual Extended Student Services plan and summer Extended Student Services plan for principals and Superintendent; present annual report for school board.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of Extended Student Services programs.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for child development reporting.
- Principles and methods of child development.
- Proper evaluation methods.

Skills/Ability to:

- Plan, organize and administer the operation of the Extended Student Services program.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Train and evaluate the performance of assigned staff.
- Establish and maintain working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Secure successful grants

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in Education, Early Childhood Education or related field.

- Three years working with children in an organized child care setting, with one year in a supervisory level.

Licenses, Certifications and other Requirements:

- Valid First Aid and CPR certificate.
- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Child Care Center environment.
- Outdoor play area with climbing structures, sand, and riding toys.
- Driving a vehicle to conduct work.

Physical Demands:

- Lifting children and moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Standing for extended periods of time.
- Seeing to monitor children.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.