



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Extended Learning Opportunities Area Specialist** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS15H**
 Prepared/Revised Date: **June 4, 2024** Job Code: **40710**

SUMMARY: Responsible for managing out-of-school time programs at various school sites throughout the district. Oversee the day-to-day operations of Title 1 and 21st CCLC programs throughout the year. Responsible for planning and implementing engaging and successful programs at various sites by working closely with school administrators, staff, students, and families. Responsible for coaching and supporting all after school staff at their sites. Continually monitor program operations to ensure student safety and adherence to rules and regulations. Daily oversight of site staff to ensure successful program implementation. Work closely with the Extended Learning Opportunities (ELO) Coordinator to ensure compliance with federal, state, district and/or program policies, procedures, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. In collaboration with ELO Coordinator: Create plans for all logistical functions of after school and summer programs for the assigned area school sites. This includes, scheduling, program offerings, lesson plan design, purchasing and prep for programs, financial record keeping, support budget management and design, communications, staff onboarding and training, etc. Additionally, this position will: Collect, enter, and maintain daily attendance and other program data, prepare reports as requested by the ELO Coordinator, organize, purchase, and distribute supplies and snacks to students and program staff, and provide and collect detailed documentation for purchases.	D	20%
2. Coach all site facilitators in how to effectively manage their site in terms of logistics and staff/student support. Coach all site teachers and tutors in terms of program/lesson design, instructional implementation, classroom management, and trauma informed practices. Train staff on how to ensure that staff meet all district policies and federal compliance within the grant structure.	D	20%
3. Direct multiple site staff daily along with program operations to ensure students are properly supervised and programs are following all safety procedures. This includes all legal compliance. Additionally, will work with ELO coordinator and all site facilitators for crisis prevention and preparedness.	D	15%
4. Communicate program information to parents, school administrators, and staff. This includes communication around program logistics to provide confirmation of student enrollments, class schedules, transportation modes, and program details. Will be responsible for any change communication or emergency communications. Develop and oversee marketing campaigns around programs offered to students, families, school staff, and the community. Collect data and analyze marketing success rates and adjust communication and strategies appropriately.	D	10%



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5. Build authentic relationships with students, families, and staff by participating in daily activities and program events at all their area sites. This includes subbing for teachers as needed, observing programs and ultimately being a support for all program staff.	D	10%
6. Assist in recruiting staff and community members to teach and supervise quality enrichment and academic support programs. Once recruited, support the onboarding and development of lesson plans and supply requests. Work closely with ELO Coordinator to evaluate program needs. This includes giving input on future grant writing.	M	10%
7. Collect and maintain program records by creating main rosters, class rosters, waitlist rosters, and reserving classrooms. Evaluate program recruitment and waitlist protocols for equity purposes and to ensure we are serving our most impacted and vulnerable students.	M	10%
8. Attend work and arrive in a timely manner.	D	1%
9. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent required. Post-secondary courses in education, human development, and family studies, and/or related fields preferred
- Three or more years' experience in child and youth programming or related fields
- Bilingual in Spanish preferred
- Minimum of one year experience working with diverse populations of both adults and students
- Minimum of one year experience with management and/or supervision

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- CPR and First Aid certifications (agreement to maintain certification throughout employment)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to review work and give staff both positive and corrective feedback
- Critical thinking and problem-solving skills
- Trauma informed practices required
- Bilingual oral and written communication skills preferred
- Ability to work with diverse students, staff, parents, and the community
- Ability to be a part of /work with a team
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with Google products
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in programs, during transition, and get on and off the bus
- Responsible for crisis management at site along with any after hour emergency reported.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct				X
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	