

**CAJON VALLEY UNION SCHOOL DISTRICT**  
**Personnel Commission**

**CLASS TITLE: MANAGER-EXTENDED DAY PROGRAMS**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Student Services, plan, organize and manage the District's before- and after-school programs; develop, coordinate and implement services and programs to ensure activities and operations meet District objectives and program requirements; train, supervise, support and evaluate the performance of assigned staff.

**ESSENTIAL DUTIES:**

Plan, organize and manage the District's Extended Day (EDP) before- and after-school programs intended to provide a safe physical and emotional environment with educational and enrichment opportunities that supplement the regular school day; develop, implement and coordinate EDP programs and services to ensure activities and operations meet District objectives and program requirements.

Collaborate with community agencies, parents, school staff and San Diego County Office of Education to ensure that activities and operations meet District and After School Education and Safety (ASES) grant requirements.

Ensure site operations meet state, federal and District compliance per Federal Program Monitoring (FPM), Americans with Disabilities Act (ADA), safety and other programmatic requirements; conduct periodic site visits to assure program standards, as necessary.

Train, supervise, support and evaluate the performance of assigned staff; provide feedback and coaching that results in improved performance; provide leadership to develop and retain highly competent, service-oriented program staff and teams through training and management practices that support District objectives and quality expectations; participate in programs and provide activities that promote positive employee relations and work environment.

Facilitate and participate in the planning, organization and oversight of ongoing professional development for program staff, including but not limited to District and ASES grant requirements.

Collaborate and communicate with site administrators, District office leaders and program staff to facilitate the integration of District initiatives, curriculum and instructional practices, and to address and resolve program concerns.

Develop, implement and monitor processes for identifying and providing reasonable accommodations and supports for students with specialized needs, including but not limited to students with disabilities; attend student assessment meetings, as necessary.

Develop and implement office and program procedures consistent with an efficient and effective operations.

Manage and oversee the adoption and implementation of the District's electronic registration and billing system for EDP and JumpStart! programs.

Prepare and/or manage the preparation and maintenance of a variety of narrative and statistical records and reports; compose and respond to a variety of correspondence.

Ensure adherence to fiscal policies and budget requirements; assist in the development of the annual preliminary program budget and work collaboratively with fiscal services to manage program funds; review budgetary and financial data; control and authorize expenditures in accordance with established limitations; support staff in resolution and collection of delinquent program fees.

Collaborate with the Personnel Department to develop processes and procedures related to the recruitment, hiring and evaluation of program staff.

Provide technical expertise, information and assistance to District leadership regarding current legislation, licensing, funding, policies and best practices in before- and after-school programs.

Develop, implement and monitor policies and procedures related to parent/employee complaints and emergency situations that occur outside the regular school day

Operate a computer, assigned software and other office equipment; drive a vehicle to various sites to conduct work.

Attend and participate in meetings, in-service trainings, workshops and conferences; serve on District and County committees, as assigned.

**OTHER DUTIES:**

Relieve the Assistant Superintendent-Student Services of the administrative responsibilities related to the development, oversight and operations of the program.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, regulations, policies and objectives related to position.

Principles and practices of supervision, training and staffing.

Theory and practice of child growth/development and child behavior characteristics, curriculum and general, developmentally appropriate instructional techniques and strategies related to before- and after-school programs.

Positive Behavior Interventions and Supports (PBIS) behavior management and motivation techniques.

Safe practices in classroom and outdoor activities.

Health and safety practices and procedures.

Conflict resolution techniques and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.

Oral and written communication skills.

Arithmetic calculations.

**ABILITY TO:**

Plan, organize and manage district-wide implementation of policies and procedures related to before- and after-school programs.

Interpret, explain and apply rules, regulations, policies and procedures related to area of specialty.

Supervise, train and evaluate the performance of assigned staff.

Effectively provide feedback and coaching that results in improved performance.

Analyze situations quickly and accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Create a positive work environment and support staff in connecting with District and Programs' mission and goals.

Communicate effectively, both orally and in writing, with employees, parents, children and administrators.

Demonstrate cultural competence and communicate with students, families and staff in a manner that demonstrates respect, tact, diplomacy, sensitivity, patience and professionalism.

Demonstrate commitment to quality public service and advance the District and Programs' mission and goals in all interactions with staff, students and parents.

Observe health and safety regulations.

Plan, prioritize and organize work to effectively meet daily schedules and project timelines.

Maintain accurate records and prepare narrative and statistical reports related to assigned activities.

Maintain confidentiality.

Work independently with minimal direction.

Operate standard office equipment, including a computer and a variety of assigned software.

Maintain up-to-date CPR and First Aid certifications.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in education, child development or related field and five years of relevant, recent, increasingly responsible experience an after-school or similar enrichment program, including at least two (2) years' working in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and ability to maintain qualification for automobile insurance coverage.

Possession of current certification in infant, child and adult cardiopulmonary resuscitation (CPR) and certified Multimedia First Aid is required from an EMSA certified provider. Online certifications are not accepted.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office or classroom/playground environment.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.  
Seeing to read a variety of materials, view a computer monitor, monitor the work environment,  
and drive a vehicle.

Sitting or standing for extended periods of time.

Walking over rough or uneven surfaces during site visits.

Lifting, carrying and/or moving moderately heavy objects or children.

Reaching overhead, above the shoulders and horizontally to retrieve and store materials or assist  
students.

Bending at the waist, kneeling or crouching.

Physical ability to act swiftly in an emergency situation.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug/Alcohol Screen