



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>MANAGER - EXTENDED DAY PROGRAM</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	04
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Educational Services	FLSA:	Exempt

BASIC FUNCTION:

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. The incumbents in this classification assist in providing students with academic support, skill development, and family engagement which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

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 the 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 ensure 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 support 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 efficient and effective operations.

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

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; manage and report 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.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures.

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

Correct English usage, spelling, grammar, and punctuation.

Basic math, including calculation using fractions, percentages, and/or ratios.

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 the 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 Program 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.

Work effectively, both independently and as a member of a team.

Interview, select, train, supervise, and evaluate the performance of assigned personnel.

Adhere to safety practices.

Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in education, child development, or related field and five (5) years of relevant, recent, increasingly responsible experience in an after-school or similar enrichment program, including at least two (2) years of working in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and ability to maintain qualification for District vehicle insurance coverage.

Possession of a current certification in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required from an Emergency Medical Services Authority (EMSA) certified provider.

Maintain up-to-date certificate in CPR and First Aid. Online certifications are not accepted.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office or classroom/playground environment.

Driving a vehicle to conduct work.

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.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

G.B. 09/08/2020; P.C. 08/27/2020(New)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025