



RIALTO UNIFIED SCHOOL DISTRICT

PROGRAM SPECIALIST (ELO /Expanded Learning Programs) Job Description

DEFINITION

The Expanded Learning Program Specialist will work under the supervision of the Agent Expanded Learning Programs to assist in the development and monitoring of all programs under ELO. It is the responsibility of the Program Specialist to plan, monitor, organize and evaluate each programs' impact and needs.

ESSENTIAL DUTIES

Under the direction of the Agent of Expanded Learning Programs, coordinate and collaborate with school sites, community based organizations to develop and enhance Expanded Learning programming and build and strengthen community relationships. The following are examples of duties and functions:

Coordinate Expanded Learning programs related to program, staffing, safety, registration, staff recruitment, student enrollment maintenance and also perform a variety of support duties for school sites.

- Assists in developing and implementing all aspects of Expanded Learning Programs in accordance with all guidelines; and may assist in the general operational duties at individual sites as directed by the agent.
- Plans expanded learning programs, coordinates resources, and assists in evaluating the effectiveness of before school, after school and non-instructional day programs.
- Establish partnerships and plan events to provide students and families the opportunity to attend field trips, participate in clubs, and engage in meaningful activities.
- Provides coordination, consultation and program development.
- Assist in the planning, training, and implementation of ELO programming, including managing the program on-site during program hours.
- Conduct regular site visits to monitor and ensure compliance with program standards. Provides coaching and feedback to site staff.
- Collaborate with agent to plan and implement promotional events
- Support schools and District presentations and meetings
- Support program data tracking and contribute to project reports as required by funding sources.
- Maintains knowledge of current policies and regulations pertaining to ELO guidelines.
- Ensure the program deliverables are met to fulfill the requirements. Responsible for supporting program operations, including organization, prioritization, development of timelines and accountability
- Performs other duties as assigned.

QUALIFICATIONS

- Possession of a degree from an accredited university.
- Possession of a valid California credential.
- Experience in working with key school and district personnel, community based organizations and education stakeholders. Experience in developing enrichment programs
- Five (5) years of certificated experience.
- Possession of a valid California Driver's License; must have available private transportation.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

Work area requirements:

Ability to use common school hand tools, computer, telephone and photocopy machine; Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas; Spend up to 3 hours a week outside.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours, Frequently/Medium - 3 to 6 hours, Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Not required
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	Crouching:	Occasionally
Grasping:	Frequently	Push/Pull:	Occasionally
*Driving:	Must have ability to get to in-service meetings	Fingering:	Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Not required
Wrist flexion:	Yes - Occasionally
Elbow flexion/extension:	Yes - Frequently
Reaching to shoulder level:	Yes - Occasionally
Forward shoulder/neck flexion:	Yes - Occasionally
Reaching below shoulder level:	Yes - Frequently

Sensory requirements:

Ability to see:	Constantly	Ability to talk:	Constantly
Ability to hear:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

Must be able to deal with these environmental considerations:

Odor:	Not required	Fluorescent lights:	Yes, all day long
Humidity:	Yes, occasionally	Working inside:	95% of the day
Moisture:	Not required	Working outside:	5% of the day
Floor may be slippery at times:	Yes, when painting		
Noise:	Must be able to work around "productive noise"		
Heat:	Has own air conditioning/heating may break down		
Working in close quarters with others:	Yes, all day long		

This job requires:

Alertness:	Yes	The use of two hands:	Yes
Attention to detail:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

Ability to deal with psychological factors:

Team work:	Yes	Repetitive tasks:	Yes
Frustration:	Medium	Level of responsibility:	High
Must keep up with schedule:	High	Able to work overtime as needed:	High
Dealing with angry parents, students:	Yes		

Physiological factors:

Must maintain a high level of consciousness:	Yes	Ability to comprehend and follow directions:	Yes
Orientation to time, place, or person:	Yes	Able to keep up a high activity level during the shift:	Yes
Ability to read at 12 th grade level:	Yes		