



Job Title: Title I – Extended Learning Specialist
 Department: Office of Student Advocacy and Access
 Supervisor: Title I Principal
 Lane Placement: Certified Salary Scheduled
 Schedule: 186 days/ 8 hours
 Evaluation Group: CTESS Ed. Specialist
 FLSA Classification: Non - Exempt

JOB DESCRIPTION:

The Extended Learning Specialist works under the direction of the Title I School Principal with support from the Office of Student Advocacy and Access in order to align, coordinate and implement the Title I After School Program with the intended goal of increasing student academic achievement. The Specialist will work closely with administration and faculty to align academic interventions, enrichment experiences and youth development opportunities to the day academic program. The Specialist will serve on the BLT and CARE Team and will support grade level PLC's with regular academic and behavioral progress data to ensure the program is meeting grant goals.

ESSENTIAL FUNCTIONS

Working with the Principal, or assigned Assistant Principal, the Extended Learning Specialist will have the prime responsibility for coordinating, developing and managing all aspects of the AfterSchool Program, which include:

- Work with teachers to identify students according to the establish criteria, who are most likely to benefit from extended learning opportunities.
- Establish and implement registration procedures aligned to grant requirements for targeted students and general student body.
- Identify students needing transportation and work Student Advocacy and Access to establish bus routes and stops.
- Work with administration to establish strong consistency in school's PBIS plan, positive incentives, clear expectations with step by step procedures for students and afterschool staff, and implement consequences designed to reteach expectations, maintain relationships and build student skills.
- Facilitate a parent meeting for all students attending the AfterSchool Program to set expectations for attendance, active participation, behavior and check-in/out procedures. Hold meetings regularly as enrollment changes over the course of the year.
- Work with administration to implement and monitor the academic program provided by teachers to targeted students and by other staff to students receiving generalized homework help, mentoring or enrichments. As directed, support the evidence-based curriculum and instructional strategies used to ensure students are reaching mastery of essential skills and are making accelerated progress.
- Establish a schedule for use of the computer lab(s) or classroom computers and support the training and coaching necessary to ensure that all students participate daily on Imagine Learning and/or Success Maker.

- Collect, manage and share AfterSchool data regularly with administration and PLC's to monitor progress for all students in the program. Provide regular reports of attendance, software program usage, and academic data showing student growth towards mastery of the standards to assist teachers in identifying learning gaps for targeted interventions.
- Collaborate with Community Education and the Grant Coordinator to facilitate the Canyons Community Learning Center youth development classes provided in the school and during the after-school program (schedules, placement of classes, materials, computers, content, etc.).
- Coordinate all enrichment and youth development programs offered by school staff, local partners and Community Partners for the afterschool program. Ensure all Community Partners are vetted and have completed required training before working in the school.
- Oversee the AfterSchool Snack program and ensure accurate reports are submitted on time to Nutrition Services.
- Administer the Dinner Program. Ensure accurate weekly orders are placed with the Food Bank, accurate records are kept, and Food Handler permits are obtained, as needed.
- Develop and manage an efficient check-out process for all students.
- Develop an efficient system to teach children to get on the correct buses and get off at the correct stop. Supervise children waiting for buses.
- Work with SAA, Administration and building technology specialist to hire and train an AfterSchool Technology/data specialist who will support the implementation of SuccessMaker and/or Imagine Learning for all students in the afterschool program.
- Establish a working team to conduct the school appraisal for the Utah AfterSchool Network Quality Tool. Document all efforts to increase program effectiveness using the evidence-based principles of the Quality Tool. Present data to district, state and outside 3rd party evaluators as requested for program evaluation.
- Participate in school, district and state on-going professional development to build capacity to support increased student achievement.
- Provide appropriate training for all personnel involved in the AfterSchool Program.
- Collaborate with the principal, Grant Coordinator and the other After-School Coordinators to achieve Grant Goals.
- Establish regular communication with parents through newsletter, fliers, social media or bulletin board to ensure all parents are aware of program goals, activities and student accomplishments. Provide translation as needed through school staff or Translation Services.
- Work closely with school's Community School Facilitator, teachers, administration, and district personnel to ensure timely and effective communication of program highlights and needs.
- Meet regularly with Grant Coordinator, school principal, teachers, and support staff to celebrate bright spots, review program data and assess the school's needs for adjustments in the AfterSchool programming.
- Set and meet specific afterschool project management timelines, including daily attendance, behavior documentation, nutrition reports, state and federal reports, and quarterly outcomes.
- Ensure overall afterschool programming quality for all students.
- Assist with special projects as assigned and participate in all Community School initiatives
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires a Bachelor's Degree in Education, or related field of youth development, such as recreation, social work, psychology, etc. Relevant training or work experience in other fields may be considered.
- Requires a minimum of three years' successful work experience. Preference will be given to experience in an educational setting.
- Ability to speak and write Spanish preferred; ESL Endorsement helpful.
- Growth mindset.
- Demonstrated capacity to model a positive attitude, implement solution-focused problem-solving and work collaboratively with diverse stakeholders.
- Prior experience working with at-risk students, families and community groups preferred.
- Ability to keep sensitive information confidential.
- Demonstrated ability to work as a team player, but also take the initiative, work efficiently and effectively with minimal oversight and manage multiple priorities to fulfill all job expectations and time-lines.
- Excellent oral and written communication skills.
- Understanding of and experience working with the principles of Positive Behavior Intervention and Supports (PBIS) to create and maintain a positive, productive environment for students.
- Familiarity with or ability to quickly learn essential elements of the Canyons MTSS Framework, including instructional priorities, assessment tools and data-based decision-making.
- Familiarity with the Utah After School Network Quality Tool.
- Proficiency in basic technology skills (Word, Excel, Power Point) and ability to quickly learn required software programs (Skyward, Imagine Learning, SuccessMaker, Google Docs, Base Camp, etc.).
- Active participation in school, district and state provided professional learning opportunities and ability to provide training to AfterSchool Program staff.
- Ability to maintain excellent records.
- Must be able to work an alternative schedule to support the program (late afternoons and some evenings).

PHYSICAL REQUIREMENTS---Not limited to the following:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.

It is the employee's responsibility to review and adhere to all district policies and procedures.

ADA _____

HR _____

Effective date: _____ 11/01/2019 _____