

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director, Summer School and Extended Learning Opportunities	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9855	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Academic Department	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>HR APPROVAL:</b>	10-4-2022
		<b>CABINET APPROVAL:</b>	10-4-2022

**BASIC FUNCTION:**

Plan, organize, implement, and coordinate the overall structure of the district’s summer school and extended learning opportunities in compliance with state regulations/policies.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, organize, implement, and coordinate the overall structure of the district’s summer school and extended learning opportunities in compliance with state regulations/policies. **E**

Coordinate with the Curriculum and Development department to develop and implement teacher training related to content standards and core curriculum based on data-driven processes and the unique needs of summer school and extended learning. **E**

Participate in the development of goals and objectives for assigned Extended Learning programs (e.g., Saturday Academy, and Winter and Summer Programs) in support of educating students at a high level to achieve their personal best; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance within established guidelines. **E**

Coordinate the extended learning program; work cooperatively with other administrators to develop and prepare curriculum materials. **E**

Meet with principals, administrators, parents, and other district departments such as Youth Development Support Services staff to identify priorities, plan and implement programs and evaluate the quality of programs designed to meet the needs of all students. **E**

Oversee the preparation and distribution of summer school and extended learning applications; supervise the review of applications, and make recommendations for employment. **E**

Coordinate with the Academic departments Assistant Superintendent team to close the achievement gap between and among diverse student populations through teaming, planning, and implementation. **E**

Coordinate community partnerships; work with businesses and school sites to develop and maintain strong business and community partnerships. **E**

Establish project teams, and provide leadership to such teams for curriculum development activities in assigned segments and/or subject areas. **E**

Participate in the development and coordination of activities related to experimental and pilot programs designed to improve instruction for both summer school and extended learning opportunities. **E**

Coordinate and collaborate with Youth Development Support Services department to implement enrichments during summer, winter and extended day activities. **E**

Coordinate events and authorize and review expenditures for events and programs to assist in ensuring appropriate usage of funds. **E**

Plan, coordinate, implement, and monitor specific assigned projects. **E**

Maintain professional competence through participation in in-service education activities as provided by District, state, consultants, or self-selected professional growth activities. **E**

Assist site administrative staff, teachers, and industry representatives in reviewing, improving, and assessing programs to meet the needs of students and families. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare and process grant applications, reports, inventories, and other materials related to assigned programs. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in the assigned areas. **E**

Prepare Board of Education agenda items. **E**

Perform related duties as assigned. **E**

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and three years increasingly responsible supervisory or administrative experience related to summer programming, extended day activities, and curriculum development.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile; Administrative Services Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Planning, organization, and direction of assigned programs and activities
- School improvement initiatives, content standards, and core curriculum

- Budget preparation and control
- Curriculum development policies and procedures
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Analytical and problem-solving abilities
- Labor Relations law and employee contracts
- Project management
- Effective management and supervision techniques
- Applicable laws, codes, regulations, policies, and procedures
- School district organization, operations, policies, and objectives
- Policies, objectives, and terminology of assigned programs
- Operation of a computer and related software

**ABILITY TO:**

- Plan, organize, implement, and coordinate the overall structure of the district's Summer School and Extended Learning Opportunities Program in compliance with state regulations/policies and extended learning opportunities.
- Ability to work effectively within a school campus environment.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timelines.
- Work independently and effectively with minimum direction.
- Establish and maintain effective working relationships.
- Develop and monitor curriculum and programs.
- Design and implement a wide variety of professional learning opportunities.
- Manage change and design an effective system of reporting progress and monitoring results.
- Work collaboratively and build positive relationships with a diverse range of stakeholders.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Organize, interpret, and manage data using appropriate technologies.
- Make presentations and deliver in-services in area of specialty.
- Work cooperatively with others.
- Evaluate and organize work according to specific deliverables.
- Supervise and evaluate the performance of assigned staff.
- Prepare comprehensive narrative and statistical reports.
- Maintain current knowledge on trends and developments in assigned areas.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively both orally and in writing.
- Meet district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor school site and office environment; drive a vehicle to conduct work.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information, assist students in instructional activities, and make presentations; seeing to monitor programs and read various documents related to assigned activities; dexterity of hands and fingers to operate a computer, other office equipment, and a variety of instructional material; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies, files from cabinets, shelves, lift light objects, or other materials.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.