



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION DIRECTOR – SAFE EDUCATION & RECREATION FOR RURAL PROGRAMS (SERRF) EXPANDED LEARNING PROGRAM

DEFINITION:

Under direction of the Assistant Superintendent, this position will oversee the operations and management of the SERRF Expanded Learning Department to ensure students successfully transition from the regular school day to the ASES/21st CCLC/ ELO-Program - after school programs, summer school programming, intercession programs, and all other county and district-collaborated expanded learning programs. This position supports the equity work of TCDE and districts through the implementation of the Expanded Learning Program, which is designed to increase access to educational and enrichment services for students.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

- Supervises, oversees, and evaluates all Expanded Learning Programs to include ASES, 21st CCLC, ELO-P and all expanded learning staff members.
- Seeks, secures, implements, and manages ASES, 21st CCLC grants, including ELO-P;
- Monitors school sites to ensure program components, enrichment activities, and documents meet compliance with state and federal grant requirements.
- Maintains student and staff records, analyzes program data, and prepares and submits required reports.
- Facilitates and/or provides professional development for program staff and provides onsite-coaching support.
- Collaborates with District and site administrators to design, implement, promote, and supervise student achievement and enrichment activities for all expanded learning programs to include ELO-P.
- Ensures that the ASES and 21st CCLC budget/reporting grant requirements and deadlines are met.
- Evaluates ASES, 21st CCLC and ELO-Program effectiveness by utilizing multiple assessment measurement tools, including analyzing results and providing information to students, staff, parents, and community collaborators.
- Evaluates, designs and selects curriculum and instructional materials.
- Coordinates the ASES, 21st CCLC and ELO-Program interfacing with other community-based organizations.
- Makes connections with the community and outside vendors to provide a rich robust program.
- Participates in various meetings and district committees, as well as Title I and other educational conferences, as may be require.
- Maintains manual and electronic documents, files, and records.
- Works directly with the educational partners to address parent concerns and student investigations regarding all the expanded learning programs.
- Communicates with parents regarding expanded learning programs.
- Prepares a variety of documents, reports, written materials, and recommendations for the purpose of communicating information to parents/guardians and staff.
- Effectively communicates and maintains cooperative relationships with those contacted in the course of work.
- Performs related duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.



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- A typical way to obtain the required knowledge and skill would be possession of a valid California Administrative Services Credential and successful administrative experience.
- Master's degree in education or related field preferred.
- Desired successful experience includes site or district administration.
- State or federal categorical program implementation.
- Design and delivery of professional development.
- And meeting facilitation with education partners and community groups.
- Valid California driver license and evidence of insurance.

KNOWLEDGE OF:

- Budget planning and monitoring.
- Laws, regulations, and procedures governing education administration.
- Applicable Education Code rules and regulations related to county, district and school policies and procedures.
- Principles and practices of establishing and maintaining good community relations.
- Principles and practices of developmentally appropriate academic enrichment and recreational programs.
- Record-keeping techniques.
- In-service training and staff development procedures.
- Program assessment and evaluation.
- Principles and practices of preparing, producing, and disseminating public information.

ABILITY TO:

- Provide effective visionary leadership and strategic planning to focus human and material resources toward the primary goal of outstanding quality education for students.
- Express, communicate, and build high-functioning relationships in order to work with diverse groups of people such as (but not limited to) County and District Office Personnel, Superintendents, Principals, Teachers, Students, and Parents.
- Effectively communicate and work with diverse groups of people such as (but not limited to) county and district office personnel, superintendents, principals, teachers, students, staff and parents.
- Analyze and evaluate data for specific use.
- Maintain Confidentiality.
- Prioritize workload and conflicting demands.
- Effectively work in a demanding environment.
- Work in a diverse socio-economic and multicultural community.
- Effectively communicate orally and in writing, with a variety of public, staff, and management groups.
- Apply effective employee supervision and evaluation techniques.
- Drive frequently for Department business using own transportation.
- Attend multiple functions, including those conducted on weekends and at night.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential required.
- Possession of a valid California driver's license and evidence of insurance.
- Drive frequently for Department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.



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Official: 
Effective: 11/08/2024

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: June 1, 2011

Revised: November 8, 2024

APPROVED

Print Name: Noelle DeBortoli Title: Director, Human Resource Services

Signature: 