



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 27-2024/25  
DOCUMENT NO. 30-2024/25  
DATED: 01/21/2025

**SUPERVISOR – EXPANDED LEARNING PROGRAMS**

**DEPARTMENT/SITE:** Expanded Learning  
Programs/ John Wells Youth Center

**REPORTS TO:** Director of Expanded Learning  
Programs

**SALARY SCHEDULE:** Classified Supervisory

**SALARY RANGE:** 9

**WORK CALENDAR:** 261 Days

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Expanded Learning Programs, the Supervisor - Expanded Learning Programs leads the planning, organization, and execution of the Expanded Learning programs within the Madera Unified School District. This position ensures that programs align with the district's goals for student achievement and development, providing high-quality, enriching experiences for students beyond the regular school day during the After School Program, Winter Intersession, Summer Enrichment, and assigned Expanded Learning programs. The Supervisor - Expanded Learning Programs ensures full compliance with District, State, and Federal laws, policies, and regulations while fostering strong partnerships with community providers and encouraging active parent involvement. This position provides ongoing monitoring, assessment, and evaluation of program effectiveness, making adjustments as needed to maximize student success. The Supervisor - Expanded Learning Programs collaborates closely with site coordinators, school staff, district departments, and community partners to develop programs that support academic achievement, social-emotional learning, and student engagement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of 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.*

- Assists in developing and managing program budgets, ensuring resources are allocated effectively.
- Attends and participates in assigned meetings, committees, conferences, in-services, and special events.
- Collaborates with staff and community partners to ensure timely promotion of programs while responding to inquiries and feedback from parents and the public through social media channels.
- Collects and analyzes program data to evaluate effectiveness, track student progress, and identify areas for improvement.
- Conducts regular site visits to monitor program quality and provide feedback to staff.
- Coordinates and directs employee assignments and reviews work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed.
- Creates engaging website and social media content, including announcements, updates, and event highlights, to increase awareness and participation.

- Designs and implements after-school and Expanded Learning programs that align with district goals, state guidelines, and student needs.
- Develops schedules, curriculum, and activities that provide academic support, enrichment opportunities, and social-emotional learning.
- Ensures compliance with grant requirements and provides documentation for funding purposes; prepares MUSD, federal, and state reports as assigned and required.
- Ensures that programs meet or exceed quality standards and are aligned with the California Department of Education's Expanded Learning Quality Standards.
- Maintains and manages social media accounts to promote Expanded Learning Programs across various platforms.
- Maintains open lines of communication with parents, providing program updates and schedules and addressing concerns.
- Monitors expenditures and ensures compliance with district and grant regulations.
- Prepares reports for district administrators and external stakeholders on program outcomes, attendance, and student performance.
- Provides training and professional development opportunities for staff to enhance their ability to deliver high-quality instruction and support to students.
- Serves as a liaison between district administrators, school sites, and external partners to ensure effective communication and collaboration and as a technical resource concerning assigned programs, functions, or instructional areas.
- Supervises and supports Expanded Learning site coordinators, instructional aides, and program staff, ensuring proper implementation of program goals.
- Works closely with site coordinators, school staff, parents, and community organizations to promote student participation and engagement.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At the time of application)*

### **Knowledge of:**

- State and Federal laws, regulations, and codes applicable to Expanded Learning
- Working as an Expanded Learning/After School program site lead or program facilitator.
- Group leadership and facilitation skills
- District organization, operations, policies, and procedures
- Leadership skills in facilitating group processes
- Oral and written communication skills
- Maintaining and inventorying supplies for After School and expanded learning programs.
- Social, emotional, and educational issues related to children, adolescents, and various ethnic and cultural group
- Strong and effective oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Analytical and problem-solving abilities
- Assessment and evaluation instruments, their appropriate implementation, and the ability to interpret and present data from a variety of sources

**Skills and Abilities to:**

- Operates a variety of office equipment, including but not limited to a computer, and assigned software applications and systems
- Organize work projects; establish priorities and timelines for project management and report preparation
- Communicate, understand, and follow both oral and written directions
- Interpret, comprehend, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Work independently with little direction and many interruptions
- Maintains a safe work environment
- Demonstrate loyalty and high ethical standards
- Negotiate skillfully under challenging situations and create solutions to promote compromise
- Think outside the box and develop new methods or solutions to inspire others to reach a common goal
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations
- Contribute to planning for future needs of the District in Expanded Learning education areas
- Contribute to the successful fulfillment of the District's Mission and Vision
- Work cooperatively and collaboratively with others
- Learn and appropriately apply District policies and procedures
- Maintain appropriate confidentiality about the status of students, staff, schools, and district activities
- Integrate technology (i.e., Google Docs, Excel, Presentation, etc.) with students, teachers, parents, and community members

**RESPONSIBILITY:**

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; managing Expanded Learning staff members; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

Associate's degree from an accredited college or university or completing at least 60 applicable semester-units of coursework from an accredited college or university.

**EXPERIENCE REQUIRED:**

Three (03) years of experience with increasing responsibility working in Expanded Learning or after-school programs, site/district educational programs, youth recreational programs, or equivalent.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to travel among District sites to provide services.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Generally, the job requires extensive sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, reaching, handling, or crouching to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen