



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## All Youth Achieving

Beyond the Bell Branch

### **SPECIALIST, LA's BEST**

#### **36G (School Support Administrator, 0515)**

Advocates for a youth development approach in after school programs ensuring that daily activities reflect the values and philosophy of the LA's BEST organization. Plans, directs, coordinates, and assists in the implementation and development of the LA's BEST After School Enrichment Program by serving as the after school education specialist.

#### **Primary Duties/Responsibilities:**

- Acts as the after school education specialist for the LA's BEST After School Enrichment Program.
- Plans, facilitates, and collaborates with team members to integrate methodologies and strategies for after school programming that are culturally relevant and researched based.
- Provides technical instructional assistance to the LA's BEST Program.
- Develops and oversees budgets for after school curriculum, personnel, and materials.
- Designs, coordinates, and implements professional development for after school staff.
- Assists in the development and implementation of curriculum and instructional methods and materials.
- Develops, coordinates, and conducts demonstration lessons for after school staff.
- Acts as liaison between schools and the LA's BEST Program.
- Maintains appropriate information, files, and records.
- Reviews, evaluates, and selects research-based after school curriculum for elementary school grades.
- Performs other duties related to after school programming.

#### **Salary: 36G, (School Support Administrator, 0515) – A Basis (\$96,063 – \$119,823) – 261 paid days**

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized "settlement" (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.

#### **Minimum Requirements:**

- At least five (5) years of successful, full-time public school service in a certificated position(s) as teacher at an elementary school
- A valid California Administrative Services Credential
- An earned master's degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university
- Completion of required Multicultural Education and Master Plan coursework\*
- Verification of COVID-19 vaccination

*\*Applicants have one year to complete this requirement.*

**NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant's responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email Aida Rodriguez at [aida.rodriquez@lausd.net](mailto:aida.rodriquez@lausd.net).**

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.



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### Desirable Experience/Qualifications:

- Knowledge of California curriculum frameworks and standards
- Knowledge of innovative, research-based teaching methodologies and delivery systems
- Knowledge and understanding of the needs of a diverse student population
- Experience with the use of technology as an instructional tool
- Experience as a teacher or coordinator working with after school programs
- Experience in training adult staff
- Excellent organizational skills
- Strong interpersonal communication skills
- Demonstrated skills in conflict resolution and team building
- Demonstrated skills in working collaboratively with administrators, staff, and parents
- Ability to use technology in daily work
- Ability to design and deliver professional development for out-of-school time staff
- Ability to travel to multiple sites throughout the District

### Application Procedure:

To be considered for this position, qualified applicants must submit the following applications materials as email attachments:

1. Letter of interest that describes qualifications for this position and successful experience in the following areas:
  - Supporting expanded learning programs in coordinating out-of-school programming needs
  - Implementing elementary curriculum and instructional methods
  - Reviewing and evaluating researched-based expanded learning curriculum.
2. Current résumé (include employee number, if an LAUSD employee)
3. List of two references that includes the current and next most recent supervisor with their contact information. References will be verified for all applicants who are finalists for the position.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. For applicants invited to the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

Application materials must be emailed to Beyond the Bell Branch to Debe Loxton, Director, at [debe.loxton@lausd.net](mailto:debe.loxton@lausd.net). Include the following in the email subject line: "*Specialist, LA's BEST; Applicant Name*". Please do not send hard copies of the application materials.

**DEADLINE: DECEMBER 13, 2021 – 4:30 p.m.**

***All application materials must be received by the filing deadline.***

**MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.**