

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
SENIOR EXECUTIVE DIRECTOR, EXTENDED DAY PROGRAMS

Job Purpose

Provides leadership and central support for establishing and directing out-of-school programs and academic intervention programs for pre K-12 students.

Responsible to

Superintendent of Schools or designee

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Provides leadership and advocacy for all students to have positive learning opportunities beyond the school day.
2. Directs the development, implementation, evaluation, and monitoring of District-wide policies and procedures for out-of-school programs and academic intervention within the Beyond the Bell Branch.
3. Provides direction for and administers out-of-school programs including Youth Services, Student Auxiliary Services, L.A. Bridges, L.A.'s BEST, Students Run LA, School Volunteers, and community partnerships.
4. Provides leadership and direction in the development of policies and procedures of the academic intervention programs including Summer School/Intersession, Extended Learning Program (ELP), Tutorial Services Program (TSP), Extended Learning Academy (ELA), Required Learning Academy (RLA), English Language Acquisition Program (ELAP), Emergency Immigrant Education Program (EIEP), and Migrant Education Program.
5. Administers Supplemental Educational Services under Every Student Succeeds Act.
6. Collaborates with the local district superintendents to provide quality out-of-school programs and academic intervention programs.
7. Represents the District in collaboration with community-based organizations including city, state, and federal agencies in the development of partnerships to support the extended day programs.
8. Provides advocacy and leadership to form partnerships with community based organization and agencies for out-of-school and extended day programs.
9. Seeks outside funding sources to enhance and augment out-of-school programs.
10. Collaborates with Local Districts to provide coherence and consistent program implementation.
11. Administers the branch budget.
12. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

At least ten school years of successful full-time service in a certificated position(s), no fewer than five years of which must have been in a management position(s).

Note: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Services credential authorizing management service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of District policies and procedures, goals and objectives, organizational structures, functions, and negotiated contracts.
2. Knowledge of District instructional objectives and methods.
3. Knowledge of and skill in budget preparation and control.
4. Knowledge of effective administrative and managerial practices and the ability to implement them.
5. Leadership skills in facilitating group processes, including consensus building and conflict resolution.
6. Ability to utilize subordinates effectively and observe and evaluate their activities.
7. Ability to work effectively with all racial, ethnic, language, disability, and socioeconomic groups.
8. Ability to communicate effectively with students, parents, communities, government agencies, colleges/universities, and District personnel, both individually, and as a group.
9. Ability to make formal, public presentations.
10. Ability to compose and comprehend written communication.
11. Ability to travel to other sites/locations.
12. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

NOTE:

1. *This is a Contract Management classification.*
2. *This classification is subject to the reporting requirements of the District's Conflict of Interest Code.*

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