



## SAMPLE MATERIAL

### Expanded Learning Time Site Coordinator: Two Job Descriptions

Mass2020, Massachusetts & The After-School Corporation, New York

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Structure Time

Expanded learning time schools benefit from having an onsite coordinator or director who—working with the school principal, teachers, union representatives, district personnel, community-based organization staff, and other key stakeholders and intermediaries—manages the tasks involved in lengthening the school day or school year to provide high-quality academic instruction and enrichment activities to support the defined learning outcomes.

These two job descriptions, from New York City’s The After-School Corporation and Mass2020’s *Planning Guide for ELT Planning and Redesign*,<sup>1</sup> define the responsibilities of a full-time site coordinator. The site coordinator oversees the development, planning, and delivery of all increased learning time related services. Schools should identify the staffing models of site coordinators that are appropriate to their school. It is recommended that the site coordinator be a full-time member of the school administration, serve on the School Leadership Team, and work closely (e.g., share responsibilities) with the school principal and the community partner.

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<sup>1</sup> <http://www.mass2020.org/node/11>

## Two Sample Job Descriptions

### ELT Site Director

#### Background

The Site Director is responsible for the oversight of all ELT/ NYC activities. The Site Director provides leadership, direction, supervision, training and support to community-based organization (CBO) staff to ensure desired program goals and outcomes are met. The Site Director also manages all line staff (e.g., Group Leaders and Activity Specialists) who report directly to the Site Director. The Site Director serves as the primary CBO contact to the ELT/ NYC Educational Liaison, school administration and faculty. The Site Director ensures all contract compliance with respect to private, federal, state, and city government agencies overseeing program funding.

#### Responsibilities

- Meet with the school principal and Educational Liaison regularly to facilitate seamless integration of ELT/ NYC into the overall school culture;
- Manage daily operations and coordinate with the school's administration, teachers and custodial staff;
- Attend school-based leadership team meetings, and participate in PTA meetings;
- Recruit, interview, hire, manage, and train program staff and volunteers;
- Seek professional development opportunities to improve staff performance;
- Assess and evaluate program staff on a scheduled and consistent basis;
- Recruit, enroll and retain youth participants in ELT/ NYC;
- Act as a liaison to parents;
- Collaborate with school Principal to create and monitor the budget between the school and ELT/ NYC;
- Work with Principal and central support staff to actively fundraise to sustain and expand program offerings and other resources that enhance student engagement and learning;
- Formulate annual program activity work-scopes and complete required narrative reports to funders on a scheduled basis;
- Develop relationships with school and community stakeholders, including providers not directly involved in ELT/ NYC, to communicate the goals of the initiative and ongoing concerns about student needs;
- Ensure program activities and content are comprehensive and support ELT/ NYC program goals and outcomes in accordance with various funding agency contractual obligations;
- Work with the organization's fiscal staff to manage the program budget and ensure related financial reports are correct and aligned appropriately with program management practices in compliance with funders.

#### Skills & Qualifications

- Bachelor's degree related to youth development or education; Master's degree preferred.
- A minimum of two years of relevant experience working with children under the age of 13 in an educational setting including at least two years in an administrative supervisory capacity.
- Positive role model with strong leadership, conflict resolution, and diplomacy skills.
- Excellent organizational skills: attention to detail; ability to prioritize, meet deadlines and multi-task.
- Exemplary oral and written communication skills.
- Experience managing programs and staff.
- Proficiency in budgeting and use of Excel.

## Expanded Learning Time Planning Facilitator POSITION DESCRIPTION

### BACKGROUND ON THE EXPANDED LEARNING TIME (ELT) INITIATIVE

Massachusetts Department of Education's Expanded Learning Time initiative provides planning grants to school districts interested in adding at least 300 hours more time to the school schedule. The intent of this expanded schedule is to improve student academic performance, add enrichment programs, and increase time for teacher planning and professional development. Districts that successfully create high-quality implementation plans are eligible for state funding to put their plans into action. Currently, 18 schools throughout Massachusetts have added between 1.5 to 2.5 hours to the school day with support from the ELT initiative. **[Insert District Name]** has received a grant to engage in this planning process and hopes to submit a viable plan to the Department of Education this year.

### POSITION SUMMARY

**[Insert District Name]** is seeking a facilitator to coordinate the work of the ELT planning team at **[Insert School Name]** as it works to create an ELT implementation plan. The facilitator should have extensive experience working to facilitate school improvement initiatives. The qualified candidate will have worked directly with principals, teachers, union representatives, and district personnel on a number of projects and has the ability to manage a complex planning process. The facilitator will need to easily gain credibility with teachers, parents, and key local leaders including union representatives and school committee members. The facilitator will have overall responsibility for managing an effective district and school planning process that will lead to the creation of the ELT implementation plan. This planning process will focus on four primary areas: (1) redesigning the education program; (2) building local and community support; (3) creating school/community partnerships; and (4) developing effective collaboration between labor and management.

### RESPONSIBILITIES

- Work with principal(s) and district staff to create an ELT Planning & Design Team
- Develop a schedule of regular ELT Planning Team meetings
- Facilitate the district and school planning process and ensure the planning process is making sufficient progress in all four primary areas mentioned above
- Help to organize outreach to parents and the community about the ELT initiative
- Facilitate the development of partnerships between the participating school(s) and community-based organizations
- Advise superintendent and principal(s) on effective planning processes and how to manage the ELT implementation process, and the development of their ELT budget
- Attend Massachusetts 2020 regional coaching sessions for ELT planners and work with Massachusetts 2020 consultant/liaison to **[Insert District Name]**

### EXPERIENCE/ QUALIFICATIONS

- Strong project management skills, including experience implementing multi-phased projects and working with many different parties

- Extensive experience in education and education reform including experience in program development, budgeting, scheduling, staffing, and contracts
- Experience building collaborative teams and consensus on multi-phased projects
- Strong commitment to education and to the issue of time and learning
- Ability to work well in a team environment