

## OUT-OF-SCHOOL SENIOR DIRECTOR

### DEFINITION

Directs, plans, and coordinates program activities and personnel on a District-wide level providing a variety of out-of-school enrichment activities, such as academic assistance, enrichment, and recreation programs (LA's BEST, Youth Services, Youth Development, Ready- Set-Go!, Civic Center Permits for a region or area.)

### TYPICAL DUTIES

- Develops policies and procedures for the coordination and implementation of out-of-school programs District-wide.
- Develops and implements District-wide employee out-of-school enrichment activities and enrichment programs and/or activities and special events.
- Organizes and coordinates competitive student out-of-school enrichment activities and enrichment programs, or special events on a District-wide basis.
- Advises community and business organizations, District administrative and teaching personnel, and other public agencies on out-of-school enrichment activities and in the use of facilities and pertinent regulations.
- Supervises the Out-of-School Regional Directors who oversee the day to day operations of enrichment programming at multiple sites within a region or area.
- Evaluates the efficiency of enrichment and recreation personnel to ensure quality out-of-school programming at a District-wide level.
- Supervises and oversees payroll reporting procedures and tracking for personnel for a program, attendance reporting for grants, compliance requirements, budget expenditures for grant programming, and programmatic implementation of enrichment activities.
- Plans, organizes, and conducts training programs for classified and unclassified personnel.
- Prepares reports, proposals, grant requests, and presentations.
- Orders and supervises the distribution of out-of-school enrichment and enrichment supplies and equipment.
- Maintains equipment inventory and coordinates the dissemination and use of equipment and supplies.
- Gathers and computes cost data for use in preparing the annual budget.
- Represents the District on advisory boards of commercial sponsors of related after-school programs.
- Screens, interviews, and recommends or selects applicants for employment.
- Drives to various sites to observe and evaluate programs, provide direction and coordination to staff, and meet with administrators and parents.
- Monitors and implements terms and conditions of grants.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Senior Director directs, plans, and coordinates District-wide out-of-school enrichment activities and programs for grades kindergarten through grade twelve, for District employees, community based organizations, prepares written materials, develops policy, and supervises Out-of-School Regional Directors.

The Director of LA's BEST plans, supervises, and implements an after-school enrichment program (LA's BEST) which is a partnership among the District, the City of Los Angeles, and the private sector; ensures that the program meets all operational terms and requirements of local, State, and federal funders and the philosophical goals of the LA's BEST Board of Directors; and facilitates communication and conflict resolution among school staff, LA's BEST staff, and members of the school community.

An Out-of-School Regional Director supervises, plans, coordinates, and implements community level\_out-of-school program activities and programs for elementary, middle, and high school students; serves as a resource person to various Community Based Organizations and District personnel; and may plans, develops, and coordinates a regional and/or city-wide sports or recreation, enrichment, or training program.

## SUPERVISION

General supervision is received from a certificated coordinator or the Director of LA's BEST. Functional supervision is exercised over out-of-school enrichment activities performed by lower-level out-of-school classes, traveling Out-of-School enrichment staff, and unclassified personnel. General supervision may be exercised over clerical and support personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of physical education appropriate to kindergarten through twelfth grade levels and recreation applicable to recreation programs
- After-school enrichment program activities in areas such as curriculum, performing arts, and recreation, and enrichment, homework support, cognitive based activities
- Funding terms and conditions of grants
- Principles and practices of payroll reporting
- Developments pertaining to the community, school, school-community recreation, and physical fitness, enrichment, and out-of-school enrichment
- Budget management
- Attendance reporting
- Rules, techniques, facilities, and equipment used in community, out-of-school enrichment programs, and physical education programs
- Microsoft platforms such as Word, Excel, and PowerPoint
- Principles of supervision

### Ability to:

- Plan, supervise, and conduct out-of-school programs
- Establish cooperative working relationships with stakeholders and groups involved in community out-of-school programs
- Work calmly under conditions of pressure and stress
- Plan and prepare publicity material, reports, instructional outlines, and grant requests
- Make oral and written presentations and communicate effectively
- Manage budgets and prepare grant reports

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, with courses in education, child development, human development, psychology, human relations, recreation, physical education, sociology, social work, or related fields. Experience, in addition to that listed below, may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

### Experience:

Two years of experience as a coordinator or director in a continuing program of education enrichment, recreational, after-school enrichment, and out-of-school enrichment programming.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTE

A First-Aid Certificate issued by the American Heart Association or American Red Cross Certificate must be obtained within 60 days after appointment and must be kept valid during the term of employment.

A CPR Certificate must be obtained within 60 days after appointment and must be kept valid during the term of employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

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