



**Job Title:** Extended Learning Program Administrator    **Exemption Status/Test:** Exempt

**Reports to:** Executive Director, Teaching and Learning    **Date Revised:** April 2022

**Dept./School:** Teaching & Learning Development

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**Primary Purpose:**

The Extended Learning Program Administrator will oversee and support the planning and implementation of high-quality afterschool programming designed to accelerate student learning through targeted academic supports and enrichment and extension opportunities.

**Education/Certification:**

- Master's degree in Curriculum & Instruction or subject-related field
- Valid Texas Administrator Certification

**Experience:**

- Minimum of three (3) years of teaching experience as a K-12 educator
- Some campus and/or district leadership experience and managing, analyzing, and reporting data to inform decision-making
- Some coaching experience preferred

**Special Knowledge/Skills/Abilities:**

- Strong knowledge of the Texas Education Agency's list of approved high-quality instructional materials
- Knowledge of personalized learning practices
- Excellent written and oral communication skills, reflecting a high level of accuracy and attention to detail
- Ability to interact and communicate effectively with stakeholders, including parents, guardians, and community members
- Strong organizational, communication, interpersonal, and time management skills
- Ability to adapt well to change, apply new solutions to rapidly-changing expectations, and initiate work with minimal supervision and direction
- Ability to collect, analyze, and interpret data to scale district-wide implementation plans
- Understanding of federal compliance and budget management

**Major Responsibilities and Duties:**

1. Effectively address COVID-related unfinished learning through the development of a high-quality afterschool program as part of the TCLAS grant.
2. Work with campuses to design afterschool programs that provide safe and healthy environments for learning acceleration and enrichment.
3. Encourage and model innovative thinking and risk-taking to provide targeted academic support aligned with individual needs, high-quality curriculum and instruction, and the regular school day.
4. Work with curriculum coordinators and teachers to develop an instructor-friendly and useful extended learning curriculum.
5. Coordinate the development, implementation, and enhancement of extended learning opportunities for identified district and campus staff.
6. Analyze data in order to monitor program effectiveness, and recommend and implement changes and/or adjustments to extended initiatives.

7. Prepare high-quality reports (e.g., timelines, status reports, implementation plans) and ensure timely submission to appropriate personnel.
8. Plan for and facilitate extended learning leadership team meetings regularly.
9. Meet with stakeholders to promote administrative support for institutionalizing extended learning programming.
10. Remains current in professional practices and developments, educational technologies, and research.

**Policy, Reports, and Law**

11. Develop and manage the project budget to ensure the appropriate use of funds in support of project goals.
12. Establish and manage the budget for extended learning afterschool learning programs.
13. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
14. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_