



LONG BEACH

UNIFIED • SCHOOL • DISTRICT

Program Specialist - Expanded Learning Opportunities Program (ELOP) Traditional / 196 Day Calendar (Salary \$109,960 - \$147,545)

The expanded learning program for the Long Beach Unified School District will service students in a before and/or afterschool setting or during school breaks when students participate in full day programming. The program will provide a safe and enjoyable learning space for students to engage in enrichment, academic, and physical activities. The ELOP standards will be used as a guide to support the development of students to ensure social emotional growth and academic success. The Program Specialist will support the implementation of the expanded learning program for students in grades TK-12 to maintain a robust and meaningful experience for all students. Duties and responsibilities include the following:

- Assists with the communication and implementation of policies and procedures which support and align the mission and vision of both the District and Expanded Learning.
- Collaborates and consults with community partners, staff, principals, families and stakeholders to implement programs which incorporate Expanded Learning Quality Standards and Learning in Afterschool Principles.
- Disseminates information about the Expanded Learning program, including curriculum and purpose to staff, principals, and families, which will strengthen the program and provide student access and opportunity.
- Supervises and collaborates with sites and staff regarding policy and procedures implementation.
- Works directly with Administration to analyze results in program monitoring data; provides agendas, minutes and reports of work to Administration.
- Participates in regular site visits, community-based special events, and activities in order to create opportunities for improved communication and partnership.
- Works in collaboration with the ELOP team to design and deliver professional development experiences which adheres to program requirements and goals which will raise the quality of the program; organizes and leads community partners and staff to monitor guidelines in accountability, curriculum and practices.
- Evaluates staff performance and works collaboratively with community district providers to ensure program quality.
- Supports grant writing, audit reports and compliance monitoring.

The Program Specialist will work under the direction of the Program Administrator or Director in the Expanded Learning Opportunities Program Office. Qualified candidates are encouraged to apply for this position. In your Letter of Interest, list your leadership experience; examples of collaborative efforts in which you have supported the growth and development of others; and how you will personally contribute to an ELOP office team in the continued growth of an expanded learning program. Should you be selected to advance to the interview phase of the selection process, any information submitted will be shared with members of the interview panel.

Eligibility Requirements:

- A minimum of three (3) years of experience as a classroom teacher, or equivalent experience
- A valid California Teaching Credential and/or Services Credential
- A valid California Administrative Services Credential (or qualify for a Certificate of Eligibility)

To apply, please complete the [Google link](#) and upload PDF copies of your Resume and Letter of Interest by 4:00 p.m. on Wednesday, June 19, 2024. Upon completion of the initial screening, final candidates for the position will be notified of their interview date and time.

Deadline: Wednesday, June 19, 2024 by 4:00 p.m.

Approved: Dr. Kelly An, Assistant Superintendent, Human Resource Services

The Long Beach Unified School District is an equal opportunity employer and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of race, color, ancestry, national origin, ethnic group identification, age, religion, marital, family, or parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity or expression, or genetic information, political or union affiliation; the perception of one or more of such characteristics; or association with a person or group with one or more of these perceived characteristics.