



Director of Expanded Learning

About the Organization:

The Children's Initiative is a non-profit child advocacy agency that works to improve the health, education, safety and well-being of San Diego's children and youth. The Children's Initiative helps underserved children and families reach their full potential by developing, strengthening, and promoting services, programs, and policies that respond to family and community needs in the areas of health, education, safety, and economic security.

The Children's Initiative:

- Listens to communities, schools and government agencies to identify key issues impacting the lives of children and youth,
- Collects and measures data to identify problem areas and trends,
- Researches best practice solutions for identified problems,
- Secures resources and leads efforts to implement promising practices and evidence based programs,
- Develops and advocates for local and state policies that support underserved children and youth and build strong cohesive families, and
- Educates and mobilizes youth and community residents to have a voice in strengthening their communities.

The Children's Initiative is a small, fast paced, resourceful and collaborative non-profit organization that works closely with state and local elected officials, government agencies, school districts, community based agencies and businesses. For more information please go to our website www.thechildrensinitiative.org

About the Job:

The Director of Expanded Learning leads the expanded learning program team at the Children's Initiative and supports the efforts of the San Diego County After School Consortium. The Director works closely with the San Diego County Office of Education to improve expanded learning programming at the site level, build program and district capacity and to provide grant support and partnerships building. This position, while not working directly with children, is a job that directly supports others who work to improve the lives of children and families.

The Director of Expanded Learning must possess internal motivation and passion and demonstrate integrity, strong work ethic and willingness to learn. The Director of Expanded Learning must have the ability to multi-task with ease, be creative and innovative and have very strong written and verbal skills.

Essential Duties and Responsibilities:

The Director of Expanded Learning will perform a very wide variety of responsibilities working in a cohesive team, including but not limited to:

- Provide leadership and management to the after school team
- Provide direct guidance and professional development to school districts, community based organizations and program staff
- Effectively manage and coordinate multiple grants and contracts simultaneously
- Develop and implement professional development conferences
- Develop and publish the San Diego After School Consortium Annual Report

- Convene and professionally facilitate meetings of the San Diego After School Consortium and District Contacts
- Develop and expand partnerships with school leaders, community partners, government entities and local businesses
- Research, identify and disseminate best practice strategies and emerging approaches for before and after school
- Successfully manage all before and after school related projects
- Oversee application process for new and /or continued funding
- Assist with other projects as needed

Knowledge, Skills, and Attributes

- Honest, strong work ethic and a supportive and positive attitude
- Sense of urgency and commitment to follow through and complete all needed duties and tasks
- Strong project management and organizational skills
- Keen attention to detail and aspiration to excellence
- Motivated to lead and set professional standards
- Ability to support, coach and supervise employees
- Advanced written and verbal skills
- Demonstrate creativity, innovation and motivation in designing new projects,
- Knowledge and experience using diplomacy and collaborative problem solving
- Ability to deal with issues efficiently and competently from the school site to the State Senate
- Bachelor's degree in relevant field of study and/or extensive experience in before and after school programming
- Strong proficiency with MS Word, Excel, Outlook, and Publisher
- Must maintain reliable transportation and possess a valid driver's license and proof of insurance

Job Type: Full-time, Monday through Friday 9:00 a.m.-5:30 p.m. (or 6 p.m.), one to three mandatory evenings or Saturdays per year

Classification: Exempt

Reporting: The Director of Expanded Learning reports directly to the Operations Director

Compensation: Salary range (based on experience): \$45,000 - \$50,000. Benefits include: health, dental, vision, and life insurance. Divided sick and vacation time, 403b (with percentage match) and health flexible spending account.