CLASS TITLE: OPERATIONS SPECIALIST – Expanded Learning Programs

BASIC FUNCTION:
Under the direction of the Director of Expanded Learning Services (ELS) and/or the Regional Lead for Region 8-After School Programs, this position will provide Technical Assistance for Expanded Learning-After School Programs; work closely with district and program staff and leadership, community partners, and CDE-ASD (After School Division) in collaboration of strategic planning, implementation, and facilitation of budget and resource management, and contract monitoring and compliance with grant assurances to accomplish After School Program goals, objectives, and quality standards.

REPRESENTATIVE DUTIES:
Function as a liaison between CDE-ASD and after school program grantees, by providing Technical Assistance for Expanded Learning-After School Programs;

Work with the Director/Regional Lead in managing all aspects of Region 8 Technical Assistance for After School Programs;

Conduct site visits and submit reports required by the California Department of Education (CDE) After School Division (ASD);

Evaluate needs and quality of programs and provide support and assistance;

Provide guidance and support for after school program grantees to develop a program plan and goals required by Ed. Code 8482.3 a-f;

Provide support to grantees and their partners to efficiently prepare for Federal Program Monitoring (FPM);

Provide Technical Assistance and related support to grantees as needed;

Coordinate and facilitate collaborative meetings with LEA (Local Educational Agency) district administration; CBO (Community Based Organization) executive directors; program directors; site level school administrators; after school site coordinators; and other stakeholders;

Assess grantee after school programs professional development needs and plan and coordinate professional development utilizing expert content specialists to address gaps;

Provide opportunities in standards-aligned training for after school professionals in concert with county offices of education, LEAs and other CDE regional support systems;

Coordinate, provide and promote locally all California Department of Education (CDE) initiated statewide program support resources;

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Facilitate communication and discussion among after school program practitioners regarding their program practices and Technical Assistance needs including, but not limited to Formal/informal networks, discussion forums, and working committees;

Attend meetings, conferences, workshops in the community to stay abreast of the latest research and best practices to help bridge theory and practice for partners in the field;

Utilize and coordinate with other existing regional networks of programs designed to assist LEAs and collaborative teams in their efforts to increase student access to learning opportunities and experiential learning;

Serve as a member of the Region 8 After School Programs Advisory Team; and

Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Existing ASES and 21st CCLC programs in the region including, but not limited to:
- Program characteristics
- Funding sources
- Populations served
- Technical assistance needs
- Professional development needs
- Resource requirements, including sustainability
- Promising practices in program organization and management
- Education, literacy, and academic enrichment activities;

Coaching skills to support sites in providing high quality programs;
Current research that is descriptive of high quality after school programs;
Assessment programs/methodologies that use formal and informal measures of achievement and evaluation;
Adult learning theory;
Interpersonal skills using tact, patience, and courtesy;
Oral and written communication skills;
Public speaking and presentations;
Computer operation and related software; and
Local, state and federal regulations, funding and policy related to after school programs, VCOE organization, operations, policies and objectives.

**ABILITY TO:**
Work effectively with adult learners;
Plan, organize, and implement projects;
Advise, consult, and implement strategies related to high quality development for after school programs;
Prioritize and schedule work;
Maintain current knowledge of program rules, regulations, requirements, and restrictions;
Meet schedules and time lines;

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Work independently with little direction;  
Prepare comprehensive narrative reports;  
Manage communication networks;  
Prepare and deliver oral presentations;  
Maintain a variety of narrative and resource materials; and  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**
A minimum of a Bachelor’s Degree is required within a related field such as: Child development, education, social science, behavioral or health sciences, or vocational education; and Minimum of three years of directly related experience in after school programming.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver's license.

**WORKING CONDITIONS:**
**ENVIRONMENT:**
Is subject to inside environmental conditions;  
Subject to driving to conduct work;  
May be required to use personal vehicle;  
May be required to attend periodic Saturday or evening meetings; and  
Travel within and out of county boundaries to attend meetings.

**PHYSICAL ABILITIES:**
Hearing and speaking to exchange information and to conduct presentations;  
Sitting and standing for extended periods of time; and  
Dexterity of hands and fingers to operate computer equipment.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.