

Agenda Item:	IV E: Action Item
Date:	August 10, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Erdinc Acar, Chief Academic Officer
RE:	Approval of MPS ELOP Manager Position

Proposed Board Recommendation

I move that the Board approve the establishment of the MPS Expanded Learning Opportunity Programs (ELOP) Manager Position, effective retroactively from July 1, 2023.

Rationale and Need

MPS has consistently demonstrated a steadfast commitment to delivering exceptional expanded learning programs since its inception. Over recent years, we have diligently enhanced our inter-session, summer, and Saturday school programs by extending their duration and frequency. Our unwavering pursuit of excellence is evident in our proactive efforts to cultivate robust partnerships and collaborate with reputable vendors while effectively managing internal programs.

In alignment with the rigorous Quality Standards for Expanded Learning in California, the introduction of the MPS ELOP Manager Position represents an extraordinary opportunity to effect profound transformation in the educational journeys of our students. This role is poised to play a pivotal part in providing enriching experiences that foster holistic growth—academically, socially, and emotionally—across all ten of our schools. By embarking on this initiative, we reaffirm our resolute commitment to equipping students with opportunities that enable them to flourish comprehensively.

Background

In response to immediate needs and leveraging the emergency powers granted to our CEO and Superintendent, the creation of the MPS ELOP Manager Position became a pressing priority. This decision was predicated on the increasing demand for expanded learning programs and the imperative to uphold our accountability measures. As such, this strategic move was propelled by the necessity to ensure optimal program effectiveness, equity, and continuous improvement within our expanded learning offerings.

Role and Responsibilities

The MPS ELOP Manager will assume a critical role in collaborating with School and Home Office Teams. The person will orchestrate the coordination of partnerships, spearhead staff recruitment and training, and be at the forefront of ensuring the resounding success and sustained enhancement of our expanded learning programs. Specifically, the responsibilities encompass:

- Developing and implementing dynamic and age-appropriate expanded learning programs in advanced math, including Pre-MathCounts, MathMatters, Math Kangaroo, MathCounts, AMC-8, AMC-10/12, and other initiatives.
- Coordinating and facilitating participation in prestigious academic competitions such as Academic Decathlon, Academic Pentathlon, Science Olympiad, and Spelling Bee.
- Overseeing the execution of robotics programs, including active engagement in FLL (FIRST Lego League), VEX Robotics, and related competitions.
- Managing the Newsletter/Journalism program with oversight of newsletter production and journalism activities.
- Collaborating with school staff and community partners to formulate and implement impactful college mentorship programs (CMP) for students.
- Directing and overseeing sports/athletics programs, ensuring a diverse spectrum of athletic opportunities for students.
- Coordinating Multi-Cultural festivals and actively participating in school-wide and MPS-wide STEAM EXPOs and related community events as part of the Community Schools Implementation program.

Rationale for Approval

This crucial addition of the MPS ELOP Manager Position is grounded in our resolute commitment to effectively serve our student population, families, and staff. Despite challenges such as budget constraints and competing priorities, this strategic move is aligned with our commitment to compliance with accountability measures and addressing immediate educational needs. After a rigorous process encompassing job postings, interviews, and thorough vetting, Mr. Varol Gurler emerged as the optimal candidate to take on this new role.

Budget Implication

The establishment of the MPS ELOP Programs Manager Position will translate into an incremental budgetary allocation of \$130K within the Home Office budget. It is important to note that ELOP grants will serve as the primary revenue source to support this position, thereby ensuring a sustainable and fiscally responsible approach. We have incorporated the costs for this position into our 2023-24 Adopted Budget.

Attachments

- MPS ELOP Manager Position Job Description

MPS ELOP (Expanded Learning Opportunity Program) Manager
Job Description
Home Office Position

Summary

Reporting to the Chief Academic Officer, the Manager of the Expanded Learning Opportunity Program (ELOP) is responsible for providing strategic leadership, management, and oversight of the expanded learning programs at the elementary, middle, and high school levels. The Manager will design, develop, implement, and manage comprehensive programs in various areas such as advanced math, academic competitions, robotics, journalism, mentorship programs, sports/athletics, visual and performing arts, and more. In alignment with MPS's vision, LCAP goals, ELOP plans and Community Schools Implementation program. The manager will collaborate with school sites, coordinate partnerships, recruit and train staff, ensure program effectiveness, equity, and continuous improvement.

Essential Job Functions:

Program Design and Implementation

1. Develop and implement engaging and age-appropriate expanded learning programs in advanced math, including Pre-MathCounts, MathMatters, Math Kangaroo, MathCounts, AMC-8, AMC-10/12, and others.
2. Coordinate and facilitate participation in academic competitions such as Academic Decathlon, Academic Pentathlon, Science Olympiad, and Spelling Bee.
3. Oversee the implementation of robotics programs, including participation in FLL (FIRST Lego League), VEX Robotics, and MSA Bell competitions.
4. Manage the Newsletter/Journalism program, overseeing the production of newsletters and facilitating journalism activities.
5. Collaborate with school staff and community partners to develop and implement college mentorship programs (CMP) for students.
6. Coordinate and oversee sports/athletics programs, ensuring a diverse range of sporting opportunities for students.
7. Coordinate Multi Cultural festivals, assist school-wide and MPS-wide STEAM EXPOs and related community events in alignment with the Community Schools Implementation program.

Staff Recruitment, Training, and Support

1. Recruit, train, retain, and evaluate qualified staff and volunteers for various programs and activities.
2. Provide ongoing support, coaching, and professional development opportunities for program staff and volunteers.
3. Foster a culture of equity, diversity, and inclusion within program teams.
4. Collaborative Partnerships and Community Engagement

5. Cultivate and maintain strong collaborative partnerships with community organizations, businesses, and experts in various fields to enhance program offerings.
6. Engage with community representatives, parents, and students to ensure program alignment with their needs and interests.
7. Seek opportunities to expand partnerships and secure resources to support program growth and sustainability.

Program Management and Continuous Improvement

1. Develop and implement comprehensive program management systems, including monitoring program effectiveness, evaluating outcomes, and collecting data for reporting and improvement purposes.
2. Conduct regular assessments and evaluations of programs to identify areas for enhancement and implement necessary changes.
3. Ensure compliance with applicable regulations, policies, and safety guidelines for each program.
4. Collaborate with the finance team to manage program budgets and financial resources effectively.
5. Help with the MPS expansion projects.

Qualifications

1. In-depth knowledge of program design, development, and management in educational settings.
2. Familiarity with advanced math programs, academic competitions, robotics, journalism, mentorship programs, sports/athletics, and visual and performing arts.
3. Strong understanding of equity, diversity, and inclusion principles in program implementation.
4. Experience in staff recruitment, training, and supervision.
5. Excellent communication and interpersonal skills to build relationships with stakeholders, community partners, and volunteers.
6. Ability to plan, coordinate, and execute multiple programs simultaneously.
7. Proficiency in data analysis and reporting to inform decision-making.

Minimum Requirements:

- Master's Degree in Education or a related field preferred. BA or BS is required.
- Minimum of three (3) years of experience in program management and implementation in an educational setting.
- Valid teaching credential preferred.
- Valid driver's license and ability to travel between school sites and community locations.

Physical Demands and Work Environment:

- Work primarily takes place in an office setting, with occasional travel to school sites and community locations.
- Requires good hearing and speech for communication and presentations.
- May involve physical activities associated with program implementation. The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.