



AIMS K-12 College Prep Charter District

Title: Director of ELOP Programs

Category: Classified

Work Year: 12 Months

Employment Type: Full Time

Starting Range: \$115,000 - \$122,056.81

FLSA: Exempt

Supervisor: Superintendent of Schools

JOB GOALS:

Under the direction of the Superintendent, the Director of ELOP Programs is responsible for providing leadership, supervision, and direction to the faculty and staff involved in the extended learning opportunity program. They are in charge of ensuring the implementation of ELOP-designated curriculum, establishing procedures, following AIMS policies and regulations, enforcing the ELOP plan, and managing budgets. Furthermore, they are responsible for ensuring compliance with applicable laws and regulations. The Director must ensure that students receive quality intervention and enrichment experiences while promoting a positive educational environment. The Director of ELOP Programs oversees all aspects of the extended learning opportunity program, from academic programming to financial management. In addition, they must ensure that all stakeholders – students, staff, and faculty – have access to a safe, supportive learning environment. Given their important role in supporting the operations of an educational institution, the Director of ELOP Programs must possess strong leadership skills, excellent communication abilities, and advanced problem-solving acumen. They must also be adept at working collaboratively with diverse educational partners within their organization and external partners to achieve common goals for student success. This position solely exists to manage the ELOP after-school and weekend program, which includes academic intervention, enrichment activities, experiential learning, and student trips.

REPRESENTATIVE DUTIES:

- (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- The Director of ELOP Programs is responsible for all operations, overseeing staff and student performance, and setting the tone for excellence within the community.
- Support in instructor preparation and grading
- They must possess excellent organizational skills, be able to manage complex tasks efficiently and effectively, have an adept understanding of academic standards and teaching practices, as well as have a strong knowledge of safety guidelines.
- Oversee curriculum implementation and development to ensure students are receiving the best possible educational program.

- Provide leadership for program staff by establishing professional learning opportunities and supervising professional development projects.
- Ensure full compliance with the requirements of the ELOP grant and implement the AIMS ELOP plan, including supervising student trips.
- They must ensure that students have educational experiences as well as study tours and real-world exposure.
- Inspire trust while leading by example to maintain an equitable learning environment for all.
- Develop relationships with both students and their families while also understanding the unique needs of each student group.
- Develop a positive learning culture that fosters personal growth and academic success by staying current on new education trends, creating innovative problem-solving approaches, managing resources wisely, and ensuring all educational partners are informed about policy or procedure changes.
- Visit travel sites, plan trips, and ensure all travel and field trip plans go off seamlessly.
- Present the program progress to the board of directors and the public monthly.
- All other duties as assigned

KNOWLEDGE AND ABILITIES:

Clean driving record

Valid California Driver’s License

Fingerprinting & Tuberculosis test

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (1.0 FTE):

Standing: 30 Walking: 40 Sitting: 30

Minimum Body Movement (Frequency): 4

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 50 Lifting: 2 Bending: 3

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 3

Climbing Ladders: 1 Climbing Stairs: 4

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

In

Effective:

Board Approved: Pending Board Approval