

OUT-OF-SCHOOL REGIONAL DIRECTOR

DEFINITION

Supervises, plans, coordinates, and implements program activities and personnel for a region or area for a variety of out-of-school enrichment activities, such as academic assistance, enrichment, and recreation programs (LA's BEST, Youth Services, Youth Development, Ready- Set-Go!, Civic Center Permits for a region or area.)

TYPICAL DUTIES

Supervises, plans, coordinates, and implements out-of-school enrichment and recreation programs and activities and special events for a region or area.

Evaluates the efficiency of enrichment and recreation personnel for a region or area to insure quality out-of-school programming.

Organizes and coordinates competitive recreation and enrichment activities and special events on a regional and District-wide basis.

Assists and advises community based and business organizations, District administrative and teaching personnel, and other public agencies on out-of-school program activities and in the use of facilities.

Conducts surveys of District facilities and recommends changes in policies and procedures to assure efficient use and care of facilities and equipment.

Plans, organizes, and conducts training programs for classified and unclassified District out-of-school program personnel and for Community Based Organizations.

Investigates complaints regarding District out-of-school program personnel, activities, programs, facilities use and equipment, and makes recommendations to correct deficiencies.

Orders and distributes out-of-school program supplies and equipment.

Gathers and computes cost data for use in preparing a site level program budget.

Screens applications for temporary out-of-school program positions, interviews applicants, and makes recommendations for employment.

Investigates accidents and recommends appropriate action.

Writes bulletins, reports, and public relations releases.

Audits time reports for unclassified out-of-school program personnel.

Facilitates and problem-solves concerns raised by the community, administrators, and staff.

Drives to various sites to observe and evaluate programs, provide direction and coordination to staff, and meet with administrators and parents.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Out-of-School Regional Director supervises, plans, coordinates, and implements community level out-of-school program activities and programs for elementary, middle, and high school students; serves as a resource person to various Community Based Organizations and District personnel; and plans, develops, and coordinates a regional and/or city-wide sports or recreation, enrichment, or training program.

An Out-of-School Senior Director directs, plans, and coordinates District-wide out-of-school enrichment activities and programs for grades kindergarten through grade twelve, for District employees, community based organizations, prepares written materials, develops policy, and supervises Out-of-School Regional Directors.

An Out-of-School Area Program Supervisor organizes, schedules, supervises, and evaluates enrichment and/or recreation programs at out-of-school program school sites, and offers ongoing development and support to out-of-school personnel.

SUPERVISION

General supervision is received from Beyond the Bell personnel. Functional supervision is exercised over lower-level out-of-school program personnel. General supervision may be exercised over out-of-school program and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of physical education and recreation applicable to recreation programs
- Physical education programs appropriate to kindergarten through twelfth grade levels
- Regulations, rules, techniques, facilities, and equipment used in community recreation and out-of-school enrichment programs
- Principles and practices of enrichment activities for out-of-school programs
- Principles and practices of academic assistance, including age-appropriate activities and homework assistance.
- Microsoft platforms such as Word, Excel, and PowerPoint
- Microsoft Windows Operating Systems
- Principles of supervision

Ability to:

- Plan, supervise, manage, and conduct out-of-school programs
- Establish cooperative working relationships with stakeholders and groups involved in out-of-school programs
- Supervise and train out-of-school staff
- Work calmly under conditions of pressure and stress
- Manage and monitor program site budgets and attendance to meet funding terms and conditions of grants
- Plan, prepare, and supervise implementation of enrichment and recreational activity plans for a group of schools or region
- Plan and prepare publicity material, reports, and instructional outlines
- Make oral and written presentations and communicate effectively
- Plan and organize sports tournaments, including establishing appropriate format to ensure equity

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in education, child development, human development, psychology, human relations, recreation, physical education, sociology, social work, or related fields. Experience, in addition to that listed below, may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

Experience:

One year of experience as a coordinator or director in a continuing program of educational enrichment, out-of-school enrichment programming, enrichment, recreational, athletic, and/or physical education activities.

Special:

A valid California Driver License.
Use of an automobile.
Proof of automobile insurance.

SPECIAL NOTE

- A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
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