

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
ADVANCED LEARNER PROGRAM COORDINATOR
Temporary, part time through end of school year

REPORTS TO: PRINCIPAL/DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under general direction, provide leadership and assume administrative responsibility for the development, implementation and evaluation of the Advanced Learner Program. Develop and make available to all students activities integrating, but not limited to, topic enrichment, intellectual and academic achievement, creativity, leadership ability, and performing and visual arts talents.

QUALIFICATIONS:

Required:

1. Bachelor's degree
2. Valid California Teaching Credential

Desired:

1. Experience working with Advanced Learner students or in an Advanced Learner Program
2. Successful teaching experience in a public or private school system

KNOWLEDGE AND ABILITY:

1. Knowledge and understanding of needs and abilities of advanced learners
2. Knowledge of appropriate curricular and instructional programs for advanced learners
3. Knowledge of and ability to apply Advanced Learner curriculum development, implementation and evaluation procedures and strategies
4. knowledge of the intellectual, social, emotional and physical needs of advanced learners
5. Knowledge of public information principles and techniques, including an awareness of community needs, interests and concerns
6. Knowledge of and ability to apply management, budgeting, and contract administration principles and practices
7. Knowledge of and ability to apply effective supervisory techniques
8. Knowledge of and ability to apply problem solving processes and techniques
9. Ability to understand and implement complex oral and written directions given in English
10. Ability to compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling

ESSENTIAL DUTIES/TASKS:

1. Supervise the development, implementation, and evaluation of the grade K-8 Advanced Learner Program
2. Coordinate various field trips and guest speakers that allow students to receive learning opportunities commensurate with their particular abilities and talents
3. Supervise student during field trips
4. Act as a resource person for parents and teachers of advanced learners
5. Develop and administer procedures to identify students for the Advanced

Learner Program based on students' need for services and the District's available resources

6. Arrange for and monitor the transportation of Advanced Learners
7. Schedule and implement parent advisory meetings for the Advanced Learner Program
8. Assist in formulating Advanced Learner Program policies, regulations and procedures
9. Plan, initiate, monitor, and evaluate alternative programs and procedures to improve educational programs for students, including those identified as being "at-risk"
10. Establish and maintain cooperative relationships with those contacted during the course of work
11. Coordinate and supervise program volunteers
12. Perform other duties as assigned

NON ESSENTIAL DUTIES/TASKS:

1. Perform a variety of clerical tasks
2. Effectively promote collaboration and communication

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Constantly; throughout work shift on concrete, grass, track, court, uneven surfaces, etc. Frequently; throughout work shift while performing duties.
- **Sitting:** Occasionally.
- **Lift/Carry:** Occasionally, 1-10 pounds; recreation equipment. Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. Seldom up to 35-45 pounds while assisting injured students. Seldom up to 150 pounds when moving students out of danger.
- **Push/Pull:** Occasionally; using one or both hands exerting a force up to 10-80 pounds while moving supplies or controlling disruptive student behaviors
- **Climbing/Balancing:** Occasionally; steps and stairs at school sites and climbing on playground equipment to assist students. Rarely; may use step stool
- **Bending/Twisting:** Occasionally; at waist/knees/neck while participating in physical education activities, demonstrating activities, and assisting students
- **Kneeling/Crouching/Crawling:** Occasionally; while assisting students in physical activities
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties and participating in recreational activities. Overhead reaching may be required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Constantly required while supervising and observing students at play. Requires visual acuity, near/mid/far range and peripheral vision.
- **Other Physical Demands:** Occasionally; may be required to move quickly to assist student to maintain safe play environment. Must be able to take off from a standing position to a sprint as needed, able to change directions quickly.

MENTAL

- Must be able to work independently and follow through on all tasks assigned
- Must possess good communication skills; working with all types of students
- Able to communicate to develop team work
- Must have interpersonal skills to handle behavior problems, resolve disputes and motivate students
- Must be able to monitor multiple activities on crowded playground and after school room
- Must constantly be alert and able to move quickly and provide vigilance for safety of students
- Must be able to remain calm in dealing with injury or other safety related situations
- Must be able to motivate and discipline after school students as required

ENVIRONMENT/WORK CONDITIONS`:

- **Location:** Varies depending on weather. Up to 50% outdoors subject to typical weather conditions. 75% within the afterschool classroom setting
- **Hazards:** Unexpected movements of students at play, slippery surfaces, uneven terrain, disruptive student behaviors
- **Equipment Used:** General office equipment, computer, 10-key, copier, sports equipment, and outside equipment
- **Safety Equipment:** None required

Adopted: 9/12/2017