



Los Angeles Unified School District - Job Opportunity

Job Posting Title	Out-of-School Senior Director-5303-08/21
Reference code	JP21-230-NA1
Minimum Salary	\$ 34.60 Hourly
Maximum Salary	\$ 43.10 Hourly
Application Open Date	08/16/2021
Application Close	09/09/2021

Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future.

Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

Department or School Site

LAUSD's Beyond the Bell Branch exists to ensure that all children and youth in LAUSD have access to high quality, safe, and supervised academic, enrichment, and recreation programs that inspire learning and achievement beyond the regular school day (before school, after school, and on Saturdays). There are two (2) openings for this position. One in Beyond the Bell and 1 in LA's BEST.

Benefits

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Two weeks of paid vacation to start. Three weeks after five

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years of year-round paid service. Paid Holidays: 12 days.

NOTE: Positions in this job classification may be offered on a 10 or 11 month basis - salary and paid time off for 10 or 11 month positions will be adjusted accordingly. Positions in this job classification may be subject to additional furlough days.

Job Duties/Responsibilities

An Out-of-School Senior Director supervises, plans, coordinates, and directs program activities and personnel on a District-wide level by providing 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.) Some typical duties this position is responsible for may include, but are not limited to:

- Evaluates the efficiency of enrichment and recreation personnel to ensure quality out-of-school programming at a district-wide level.
- Develops and implements District-wide employee out-of-school enrichment activities and enrichment programs and activities and special events.
- Organizes and coordinates competitive student out-of-school enrichment activities and enrichment programs, or special events on a District-wide basis.
- Advises community and business organizations, District administrative and teaching personnel, and other public agencies on out-of-school enrichment activities and in the use of facilities and pertinent regulations.
- Supervises and oversees payroll reporting and tracking for personnel for a region or area, attendance reporting for grants, compliance requirements, budget expenditures for grant programming, and programmatic implementation of enrichment activities.
- Plans, organizes, and conducts training programs for classified and unclassified personnel.

A more thorough list of the responsibilities of this position can be found by visiting the following link: http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc5303.PDF

Minimum Requirements

EDUCATION::

Graduation from a recognized college or university with a bachelor's degree, with 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:

Two years of experience as a coordinator or director in a continuing program of education enrichment, recreational, after-school enrichment, and out-of-school enrichment programming.

SPECIAL::

A valid California Driver License.

Use of an automobile.

SPECIAL NOTE:

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

A CPR Certificate must be obtained within 60 days after appointment and must be kept valid during the term of employment.

Desirable Qualifications

The ideal candidate for this position will possess extensive knowledge and experience in the following areas:

- Providing and managing out-of-school time programs, including familiarity with school district policies and procedures.
- Applying quality standards for out-of-school time activities.
- Willingness and ability to travel to school sites throughout the District.
- Proven aptitude for accounting and budgeting practices.
- Attention to detail, specifically in the context of reconciling and analyzing financial reports.
- Managing the procedures and staff of an administrative office.
- Familiarity with HR and hiring principals/best practices.

Employment Selection Process

The assessment process for this position will tentatively consist of a scored questionnaire (that you will complete as part of the application process), followed by an interview and/or a writing project.

HELPFUL TIP: As part of your application for this position, you will be asked to complete a job-related questionnaire. This questionnaire is part of the assessment process, and it is possible that candidates will be disqualified from the selection process based on their responses to this

questionnaire. Therefore, please make sure you read and answer all questions carefully and provide supporting justification where requested. While filling out this questionnaire, you are advised to type your responses into a Word document and then copy and paste your examples into the appropriate boxes below, as the system will log you out after extended periods of inactivity (you will get an error page). To ensure that your questionnaire is filled out appropriately, some tips have been made available to you. They can be found by copying and pasting the following link into your web browser:

<http://persweb.lausd.net/pdfemail/ScoredQuestionnaireGuide.pdf>

Also, you will be required to submit a copy of your educational documents (High School Diploma, College Diploma and/or college transcripts) to show you meet the Educational requirements. You will be instructed via email on how you can submit the documents after you submit your application.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your junk e-mail or spam/clutter folder.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring department has requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule.

Application Process

To apply, click the Apply button at the bottom left corner of this page and log into the application management system; then, (1) click on the education and experience tabs and complete the requested information; (2) click on the Questionnaires tab and complete the questionnaires; and (3) submit your application by clicking on the Submit Application button in the last tab of the application wizard to complete the process.

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you **DO NOT** receive this message on the same day you apply, it is likely that you did not submit your application.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please email us at helpmeapply@lausd.net to get assistance with the application process.

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> .

The Los Angeles Unified School District intends that all qualified persons

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shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.