



**LOS ANGELES COUNTY
EXPANDED LEARNING PROGRAMS TECHNICAL ASSISTANCE UNIT**

**SITE COORDINATOR AND PROGRAM DIRECTOR
LEADERSHIP DEVELOPMENT INSTITUTE**

Cohort 8: 2021-22

WHO

This program is available to thirty-five (35) Site Coordinators and Program Directors, who work with Elementary, Middle, K-8 schools, and High School,

- Have experience as a Site Coordinator or Program Director for (1) or more years
- The Site Coordinator or Program Director must be employed for a minimum of 20 hours per week
- Have completed a minimum of two (2) years of college
- Must have your own transportation, for when meeting in person
- Have access to a computer with a microphone and ability to load appropriate Webinar software, we will be using ZOOM.
- Interest in continuing a career in Expanded Learning including before, after, summer and other out-of-school-time programs.

Candidates will be selected on the basis of:

- A demonstrated interest in participating in this program
- The quality of their written applications
 - The full support of their immediate supervisor
- Their willingness to meet the requirements of this program.

WHEN

This year, we are offering one institute that consists of the following - participants **MUST** attend **ALL** of these events:

- Fourteen (18) online/virtual face-to-face foundational sessions from 11:00 am – 12:30 pm.
September 21, 2021
October 5, 2021
October 19, 2021
November 2, 2021
November 16, 2021
November 30, 2021

December 14, 2021
January 11, 2022
January 25, 2022
February 8, 2022
February 22, 2022
March 8, 2022
March 22, 2022
April 5, 2022
April 26, 2022
May 10, 2022
May 24, 2022
June 7, 2022

WHAT

Participants in this institute will acquire the following competencies, among others:

1. Knowledge of who they are as a leader and the ability to translate knowledge into actionable impact
2. Knowledge of how to create and maintain an effective team and the ability to translate knowledge into actionable impact
3. Knowledge of how to manage, supervise and coach frontline staff and the ability to translate knowledge into actionable impact
4. Knowledge of the role and skills of a change agent to align with the school day, lead program, and develop people and the ability to translate knowledge into actionable impact
5. Knowledge of the essential components of an exemplary expanded learning program and the ability to translate knowledge into actionable impact
6. Knowledge of youth development and staff development principles and practices and the ability to translate knowledge into actionable impact
7. Knowledge of levels of leadership, habits of the mind, and change agent strategies and the ability to translate knowledge into actionable impact.

The Grant Manager or Executive Director of the Site Coordinator or Program Director's employer must **approve** of his/her participation in this program. Additionally, any arrangements for payment of hours while participating in this program are to be arranged prior to the start of the program between the Employer and Employee. Neither Los Angeles County Office of Education nor its Expanded Learning Program Technical Assistance Unit is responsible for any salary, stipend, wages and/or benefits for this program. It is highly encouraged that employers require employees to attend at least some of these sessions on their own time; as it is an investment in their own professional development similar to other courses they may take online and/or at other educational institutions

CURRICULUM

This program will utilize various strategies to deliver the content, provide opportunities for discussion, peer-led training, individual work, and group projects. Participants will be asked to keep an e-Portfolio and be prepared to share key learning, activities and practices with the entire group during the final two sessions. There will also be follow-up in between sessions for support.

Focus #1 Self-Awareness

- Who am I?
- Who am I as a leader?
- How do I show up and what difference does it make?

Focus #2 Building a Team

- Nuts and Bolts of Team Building
- Building Trust
- Communication-Listening and Speaking

Focus #3 Current Reality

- Collecting Data—What data and Strategies
- Data Analysis
- Deeper Dive with the Iceberg

Focus #4 Looking to the Future

- Using the Iceberg as an Aspirational Tool
- Understanding Stock and Flow
- Creating a Work Plan

Focus #5 Building Capacity and Supporting Practice

- Observations and 1:1 Follow-ups
- Coaching Strategies
- Coaching Scenarios and Simulations

Focus #6 CQI Process

- Sharing the Learning, Questions, Feedback
- Sharing the Learning, Questions, Feedback

INSTITUTE PARTICIPATION

Benefits to Participating Programs

- Participant's confidence and skills will increase to more effectively run their expanded learning programs, leading them toward exemplary status
- Participants will develop new leadership skills and refine existing skills to improve their ability to lead, coach and supervise staff

- Participants will be able to learn from their leadership peers, hear expert presentations and obtain job-alike support while networking with others.

To fully benefit from the Institute, participants will be expected to:

- Commit to punctually attend all of the sessions
- Commit to actively participate in the institute by contributing to discussions, preparing for each session as appropriate and applying lessons learned to their respective programs
- Support the institute’s goals and intended outcomes
- Actively participate in the pre- and post-assessment of the institute sessions and as a whole.

NEXT STEPS

Interested candidates should take the following steps:

1. Download the application [HERE](#), or locate it on the Expanded Learning website: ExpandedLearningR11.com. Look for **Resources** at the top of page and click on its down-arrow, select **Forms**, select **LA County Forms** and then scroll down to the **Site Coordinator and Program Director Leadership Development Institute** application form. You **MUST** download the form **FIRST** before filling it out, so that your information can be saved.

The **DEADLINE** for application submission is **August 27, 2021**

~~OR~~ when maximum capacity is reached; whichever occurs first.

2. Applications are in a fillable Adobe format, and must be completed in that format. The completed application should be scanned and emailed to the address on the form.
3. Candidates will be notified via email by no later than **September 15, 2021** of their acceptance into the program.
4. Any questions should be directed to: Sue Gevedon at Gevedon_sue@lacoed.edu