



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

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

**Cohort 10: 2023-24**

**WHO**

This program is available to forty (40) Site Coordinators and Program Directors, who work with Elementary, Middle, K-8 schools, and High School youth.

- 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
- Have access to a computer with a microphone and camera; meetings held via ZOOM, on Tuesdays from 11:00 a.m. to 12:30 p.m.
- Interest in continuing a career in Expanded Learning including before, after, summer and other out-of-school-time programs is preferred

Candidates are selected based on:

- The quality of their written applications
- The full support of their immediate supervisor – supervisor signature is required to participate
- Their willingness to meet the requirements of this program, participants are expected to attend all virtual meetings

**WHEN**

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

- Eighteen (18) virtual foundational sessions from 11:00 am – 12:30 pm. (all dates are Tuesdays)  
September 19, 2023  
October 3, 2023  
October 17, 2023  
October 31, 2023  
November 14, 2023  
November 28, 2023  
December 12, 2023  
January 9, 2024

January 23, 2024  
February 6, 2024  
February 20, 2024  
March 5, 2024  
March 19, 2024  
April 2, 2024  
April 16, 2024  
May 7, 2024  
May 14, 2024  
May 28, 2024

## 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.

# **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 to keep a journal and be prepared to share key learning.

## **Focus #1 – Self-Awareness – September 19, October 3, October 17**

- 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 – October 31, November 14, November 28**

- Building Relationships – Building Team
- Building Trust
- Communication Instead of Conversation – Listening and Speaking

## **Focus #3 – Current Reality – December 12, January 9, January 23**

- Data Collection, Analysis, and Story
- Stock and Flow, Double Loop Learning, S.W.O.T. Analysis
- The Systems Thinking Iceberg

## **Focus #4 – Coaching and Supporting Staff – February 6, February 20, March 5**

- Setting Clear Expectations, Rubrics and Observations
- Side-By-Side or Real-Time Coaching, I notice... I wonder... and Modified Coaching; 1:1 Meetings
- Formal Coaching, Having Tough Conversations

## **Focus #5 – Aspiration and Planning Forward – March 19, April 2, April 16**

- The Systems Sensing Iceberg
- Understanding the CQI Process and Selecting a Standard
- Creating a Work Plan

## **Focus #6 - Putting It Altogether – April 30, May 14, May 28**

- Which Strategies to Use in What SITNA's (Situations In Need of Attention)
- Planning Forward

# **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](http://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 30, 2023** ~~**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 7, 2023** of their acceptance into the program.
4. Any questions should be directed to: Sue Gevedon at [Gevedon\\_sue@lacoed.edu](mailto:Gevedon_sue@lacoed.edu)