



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

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

Cohort 7: 2020-21

WHO

This program is available to thirty (30) 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 two (2) 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
- 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 (14) online/virtual face-to-face foundational sessions from 11:00 am – 12:30 pm.
 - October 20, 2020
 - November 2, 2020
 - November 17, 2020
 - December 15, 2020

January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 2, 2021
March 16, 2021
April 20, 2021
May 4, 2021
May 18, 2021
June 1, 2021

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. There will be “assignments” to put into practice the skills and knowledge learned. There will also be follow-up in between sessions for support.

Focus: You As A Leader

1. **Level 1 Leadership**—Who Am I? Who Am I As A Leader
2. **How Do I Communicate?**
3. **Making It Real:** How do these things about me affect my schedule as well as my Walk Throughs and Observations?

Focus: The Importance of Team—You As Manager and Supervisor

1. **Level 2 Leadership:** Being a Contributing Team Member (especially as a leader)
2. **Understanding the Role of “Manager”**
3. **Understanding the Role of the “Supervisor”**
4. **Level 3 Leadership:** Supervising and Managing a Team
5. **Making It Real**

Focus: Adding the coaching layer to managing and supervising

1. **Level 4 Leadership:** Coaching—providing support and scaffolding
2. **Understanding the Role of “Coach”**
3. **Making It Real**

Focus: Putting It All Together

1. **Level 5 Leadership:** Unselfish Commitment to the Work You Are Doing and the Organization for Whom You Work
2. **Cycle of Continuous Improvement—Quality Standards**
3. **Understanding the Role of “Change Agent”**
4. **Making It Real**

Focus: Participant needs, choice of topics may include:

- Establishing and implementing Continuous Quality Improvement (CQI) goals
- Writing meaningful work plans
- Coaching difficult staff
- Mentoring and supporting new leaders
- Working closely with the school day
- Working with special needs children
- Coordinating with school day Positive Behavioral Interventions and Supports (PBIS)
- Understanding youth developments
- Having “tough conversations.”

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 from 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 **October 2, 2020**

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 October 8, 2020 of their acceptance into the program.
4. Any questions should be directed to: Sue Gevedon at Gevedon_sue@lacoed.edu