

LOS ANGELES COUNTY
EXPANDED LEARNING PROGRAMS TECHNICAL ASSISTANCE UNIT
SITE COORDINATOR AND PROGRAM DIRECTOR
LEADERSHIP DEVELOPMENT INSTITUTE
Cohort 6: 2019-20

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 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 years of college
- Must have your own transportation.
- Have access to a computer with a microphone and ability to load appropriate Webinar software (Adobe Connect and Skype).
- 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.

WHAT

This year, we are offering one institute that consists of the following—participants must attend all of these events:

- Four (4) face-to-face trainings from 8:30 am–2:30 pm on October 15, 17, 22, and 24, 2019.
 - Oct. 15, 22, and 24, 2019 sessions will take place at Los Angeles County Office of Education (LACOE), 9300 Imperial Hwy., Room 242, Downey, CA 90242.
 - Oct. 17, 2019 session will take place at the Los Angeles County Office of Education (LACOE), 9300 Imperial Hwy., Room 296, Downey, CA 90242.
- Three (3) face-to-face meetings from 9 am–12 pm on November 5, 2019, March 3 and May 12, 2020.
 - All sessions will take place at Los Angeles County Office of Education (LACOE), 9300 Imperial Hwy., Room 242, Downey, CA 90242.
- Two (2) webinars from 10 am–12 pm on January 28 and April 21, 2020.

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.

WHAT

This program will utilize various strategies to deliver the content, provide opportunities for discussion, peer-led training, individual work, and group projects.

Curriculum includes the following:

SESSION #1

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?
4. **Training Assessment**

SESSION #2

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**
6. **Training Assessment**

SESSION #3

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**
4. **Training Assessment**

SESSION #4

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**
5. **Training Assessment**

SESSIONS #5 - #9 Both Face-to-Face and WEBINARS

These sessions are planned with the participants to address their specific needs.

In the past, these sessions have included additional support on the following:

- Establishing and implementing 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 PBIS
- Understanding youth developments
- Having “tough conversations”

III. 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 ASPIRE website: <http://aspire.lacoe.edu>. Go to the Resource Tab, and it will be under L.A. County Forms. The deadline for application is September 30, 2019 –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 application should be scanned and emailed to the address on the form.
3. Candidates will be notified via email by no later than October 2, 2019 of their acceptance into the program.
4. Any questions should be directed to: Dr. Michelle Perrenoud at perrenoud_michelle@lacoe.edu.

Site Coordinator and Program Director Leadership Development Institute
(This application must be typed; it is an Adobe fillable form, and no handwritten application will be accepted.)

DUE DATE: September 30, 2019
email to: perrenoud_michelle@lacoedu

1. PERSONAL INFORMATION			
NAME OF APPLICANT (LAST, FIRST, MIDDLE INITIAL)		WHAT DISTRICT/GRANTEE DO YOU SERVE AS A SITE COORDINATOR OR PROGRAM DIRECTOR?	
EMPLOYER NAME		NAME OF SITE WHERE YOU ARE CURRENTLY SITE COORDINATOR (for Site Coordinators only)	
OFFICE TELEPHONE NUMBER ()	CELL TELEPHONE NUMBER ()	EMAIL ADDRESS	
NUMBER OF YEARS WORKING AS A SITE COORDINATOR OR PROGRAM DIRECTOR	EDUCATION/DEGREE EARNED (NOTE IF YOU ARE CURRENTLY ENROLLED IN SCHOOL)		
2. PROGRAM INFORMATION			
GRANTEE NAME (i.e. District, City, CBO Independent Charter)			
NO. OF SITE STAFF YOU CURRENTLY SUPERVISE (for Site Coordinators only)	NO. OF STUDENTS CURRENTLY ATTENDING YOUR PROGRAM (for Site Coordinators only)	PERCENTAGE OF STUDENTS ATTENDANCE GOAL REACHED LAST YEAR (for Site Coordinators only)	
PRIMARY FUNDING SOURCES (CHECK ALL THAT APPLY)			
<input type="checkbox"/> ASES <input type="checkbox"/> 21 st CCLC			
GRADE LEVELS YOUR SITE SERVES:			
<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> K-8			
NAME OF PROGRAM DIRECTOR OR IMMEDIATE SUPERVISOR (LAST, FIRST, MIDDLE)			
OFFICE TELEPHONE NUMBER ()	CELL TELEPHONE NUMBER ()	FAX NUMBER ()	EMAIL ADDRESS
SIGNATURE OF IMMEDIATE SUPERVISOR (person listed above)			
NAME OF DISTRICT GRANT MANAGER/ORGANIZATION EXECUTIVE DIRECTOR (LAST, FIRST, MIDDLE INITIAL)			
OFFICE TELEPHONE NUMBER ()	CELL TELEPHONE NUMBER ()	FAX NUMBER ()	EMAIL ADDRESS
SIGNATURE OF DISTRICT GRANT MANAGER/ORGANIZATION EXECUTIVE DIRECTOR			
3. PLEASE RESPOND TO THE FOLLOWING (please be brief)			
a) Your three greatest strengths as a Site Coordinator or Program Director (GLOWS)			
b) Two to three challenges you face personally as a Site Coordinator or Program Director that you want to improve on 2018-19 (GROWS).			

c) Describe the qualities that you believe demonstrate your potential to succeed as an outstanding Site Coordinator or Program Director.

d) Briefly explain why you are interested in being chosen to participate in the Site Coord. and Program Director Leadership Development Institute.

e) Describe how you believe you will benefit from being in this project.

f) List the name and contact information for the appropriate ranking supervisor who approved the submission of your application to participate.
NAME: (LAST, FIRST MIDDLE INITIAL)

EMAIL ADDRESS: _____

OFFICE PHONE #: () _____

4. COMMITMENT

I have reviewed the dates and commitments included in the information package and am willing to commit to meeting these during 2018-19.

SIGNATURE:

5. PROFESSIONAL REFERENCE (You must include your immediate supervisor)

Reference 1: Name (LAST, FIRST, MIDDLE INITIAL)

POSITION

DISTRICT /ORGANIZATION

OFFICE TELEPHONE NUMBER
()

CELL TELEPHONE NUMBER
()

EMAIL ADDRESS

Reference 2: Name (LAST, FIRST, MIDDLE INITIAL)

POSITION

DISTRICT/ORGANIZATION

OFFICE TELEPHONE NUMBER
()

CELL TELEPHONE NUMBER
()

EMAIL ADDRESS