



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

February 27, 2026

CERTIFICATED MANAGEMENT NOTICE OF VACANCY COORDINATOR, EXTENDED LEARNING STUDENT SERVICES 2026-2027 SCHOOL YEAR

We are now accepting applications for the following certificated position(s) beginning in the 2026-2027 school year.

POSITION(S): [Coordinator, Extended Learning - Student Services](#)

REQUIREMENTS:

- Valid California teaching credential and hold a valid California School Administrative credential or certificate of eligibility authorizing service as a school administrator.
- CLAD/BCLAD/EL Authorization (Emergency permits are not accepted)
- A minimum of five (5) years of teaching experience.
- Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation assessment techniques and procedures.
- Grant Writing.
- Valid California Driver's License
- For additional requirements please see the attached job description

WORK DAYS: 215 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$124,241 to \$145,668 for a full time position; Salary prorated based on experience, start date, and FTE.

HEALTH BENEFITS: [Certificated Management Plan Rates and Summaries for 2025-2026](#)
Benefit rates and summaries for 2026-2027 will be available May 2026 (tentative)

PROCEDURE FOR APPLICATIONS:

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested internal applicants may apply via the <https://www.applitrack.com/LMUSD/onlineapp/>. Candidates are required to include a letter of Interest, resume, and (3) three current, signed letters of recommendation, and verification of valid credentials/certifications.

APPLICATION DEADLINE: Applications and materials are due on or before March 13, 2026 by 4:00pm

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED MANAGEMENT
JOB DESCRIPTION**

REVISED DATE: February 10, 2026
TITLE: **COORDINATOR, EXTENDED LEARNING**
SALARY RANGE: Range 25, Certificated Management Salary Schedule
WORK DAYS: 215
EXEMPTION STATUS: Exempt - Administrative Employee Exemption – FLSA

DESCRIPTION:

Under the direction of the Assistant Superintendent of Curriculum or designee, the Coordinator of Extended Learning is responsible for leading, facilitating, promoting and supporting before and after school learning at all school sites, student attendance recovery programs, Families in Transition (FIT) programs; and the needs of homeless and foster youth. The Coordinator plans, organizes and implements a comprehensive educational program for the promotion of a safe and respectful school culture. monitors programs for student attendance and welfare services; and facilitates the provision of community service agency services for students.

MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Credential: Valid California teaching credential and hold a valid California School Administrative credential or certificate of eligibility authorizing service as a school administrator.
CLAD/BCLAD/EL Authorization (Emergency permits not accepted).
- Experience: A minimum of five (5) years of teaching experience.
Knowledge of curriculum and instructional strategies; instructional materials and methods; evaluation and assessment techniques and procedures.
Grant Writing.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.
Interpersonal skills using tact, patience, deescalation strategies, and courtesy;
Written and verbal communication acumen;
Ability to maintain high standards of performance and to provide leadership in further development of instructional programs appropriate for the continued learning of students and staff in the district.
- Additional: Valid California Driver's License

PREFERRED QUALIFICATIONS:

- Education: Masters Degree from an accredited college or university, with a major in curriculum and instruction, education administration, or other related area.
- Experience: Five or more years of experience in curriculum and/or school site administration
Knowledge of research and development strategies, state curriculum frameworks, and content standards
- Additional: Bilingual

DUTIES AND RESPONSIBILITIES:

A. INSTRUCTIONAL:

1. Collaborate with school administrators, teachers, and community partners to develop engaging and a diverse range of extended learning activities for students that align with their needs and interests.
2. Design program schedules, curriculum outlines, and activity plans, ensuring they adhere to educational standards and objectives.
3. Identify resources and materials required for program implementation and ensure their availability.
4. Coordinate logistics for extended learning activities, including scheduling, staffing, and securing necessary facilities and equipment.
5. Ensure that staff members are prepared and equipped to deliver program activities effectively.
6. Maintain accurate records of program attendance, participation, and student progress.
7. Prepare reports and evaluations documenting the impact and effectiveness of extended learning activities.
8. Assist in budget planning and management for extended learning programs, ensuring fiscal responsibility and compliance with funding requirements.

9. Maintain regular communication with parents, guardians, and caregivers keeping them informed about extended learning activities, schedules, and student progress.

B. STUDENT MANAGEMENT:

1. Ensure measurable improvement of students' academic and social performance to maintain accountability with the state guidelines and requirements through the use of professional development and data collection.
2. Gather and organize data on students including attendance and progress to meet program evaluation requirements.
3. Create a supportive and inclusive environment that encourages student participation, engagement, and personal growth.
4. Monitor student progress and evaluate the effectiveness of extended learning activities for achieving desired student learning outcomes.

C. PROFESSIONAL:

1. Coordinate district and site resources and provide support to school programs for the purpose of compliance with state and federal grant regulations.
2. Monitor state and federal grant compliance, oversee funding resources, complete web based reporting systems.
3. Manage budgets, collect attendance, complete monthly safety reports, and purchase supplies within funding limits.
4. Supervise school programs and staff to ensure program goals and grant assurances are met.
5. Oversee academic support and enrichment components of the school programs to meet the academic growth requirements and to align with the instructional day.
6. Provide leadership to site program leaders for the purpose of designing and implementing high quality school programs.
7. Provide training and professional development to program staff to maintain effective and high quality extended learning programs.
8. Communicate and collaborate with district administration, site Principals, teachers, and program leaders.
9. Oversight of district-wide foster and homeless students.
10. Follow district and school policies.
11. Perform related job functions as assigned.

ESSENTIAL JOB FUNCTIONS:

A. PHYSICAL: Employee in this position must have the ability to:

1. walk, stand and/or sit for extended periods of time;
2. see and read printed matter with or without vision aids;
3. hear and understand speech at normal levels;
4. speak English so that others may understand at normal levels;
5. stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 25 pounds to waist height;
6. move throughout the building and school grounds as necessary.

B. MENTAL: Employee in this position must have the ability to:

1. concentrate on a single task for up to three (3) hours at a time;
2. learn quickly and adapt to a variety of technology, machinery, instructions, and task methods;
3. meet deadlines in terms of work assignment schedules;
4. speak and write in a clear, concise manner.

C. SOCIAL: Employee in this position must have the ability to:

1. interact daily in person with other members of the school district, community agencies, school staff, parents, and students,; and possess comfortable interpersonal skills and cooperative attitudes;
2. convey an understanding, patient attitude toward students, parents, other staff and members of the community;
3. maintain the privacy of confidential information, including employee information, student information, etc.;
4. have consistent attendance because of the time-urgent nature of duties and because the work completed by the person in position is interdependent with that of other staff;

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The position shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment: 1) a social security card; 2) proof of tuberculin risk assessment prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmusd.org

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT
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AN EQUAL OPPORTUNITY EMPLOYER