PROGRAM MANAGER (ELOP)

POSITION DESCRIPTION:

Each Child in Every School
At Irvine Public Schools Foundation (IPSF), we believe that every student deserves an educational experience complete with access to music, arts, and science programs, both during the school day and outside of the classroom. With community support and investment, together we can provide opportunities for our children that will help foster the next generation of thinkers, innovators, and creators.

For more than 25 years, we have served the Orange County community and have consistently ranked among the nation's leading education foundations. Located in Irvine, CA, our mission is to enrich the educational experience of each child in every school by providing programs, raising funds, and uniting the community in support of educational excellence.

The Opportunity
Irvine Public Schools Foundation (IPSF), an education non-profit headquartered in Irvine, CA, currently has an immediate opening for a Program Manager (ELOP) to join our team. The successful candidate will oversee all aspects of a new pilot enrichment program of Irvine Unified School District, the Expanded Learning Opportunities Program (ELOP). This exciting program is designed to increase access for qualified elementary students to participate in enrichment opportunities on their school campus right after school and on select non-school days (no weekends). The candidate will plan, implement, hire, and manage all activities within ELOP to ensure success of the program for the 2023-2024 school year.

RESPONSIBILITIES:
Plans and manages the implementation of ELOP.

- Works closely with Director of Programs to develop strategy and ensure that program objectives are met.
- Participates in creating program policies and communicates policy information to program staff and families.
- Creates a program calendar consisting of 210 days, including after school and full-day programming aligned with IUSD.
- Administers all aspects of the enrollment process and keeps data up to date.
- Effectively communicates with parents/guardians via email, phone, and in-person throughout the program.
- Develops an enriching, grade appropriate curriculum in accordance with IUSD ELOP goals.
- Works with IUSD staff to determine space needs, access, and custodial support are sufficient to operate the program.
- Oversees budget, maintains program expenditures within budgeted parameters, and disbursement of funds.
- Conducts on-site program visits to monitor progress and observe the program.

Recruits, hires, and provides training to ELOP Site Coordinators and ELOP Site Staff.
• Provides overall direction and supervision to all ELOP staff.
• Responsible for all scheduling needs, including substitutes/on-call staff, and any required support for students in accordance with labor laws, staff availability, and program needs.
• Evaluates and manages performance of all ELOP Staff.
• Maintains current knowledge and ensures compliance with organizational and departmental policies and procedures.
• Supports payroll by verifying hours are accurately entered and timesheets are submitted by staff in a timely manner, as well as ensuring the proper processing of check requests and payments.
• Works with Human Resources to ensure that all applicable safety requirements for the program and work environment are met, including prompt injury reporting.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Must have previous experience developing enrichment curriculum.
• Must have the ability to work independently, prioritizing ongoing and new projects to meet deadlines.
• Must be well-organized and manage multiple and competing tasks and deadlines.
• Must have superior communication skills to communicate effectively, courteously, and professionally with all contacts (internal and external).
• Strong analytical and decision-making skills required.
• Uses Microsoft Office Tools such as Word and Excel as well as Internet and email programs proficiently.
• Uses Google Apps proficiently.
• Familiar with project management tools such as Asana.

EDUCATION AND EXPERIENCE:
• Bachelor’s degree in a related field preferred.
• Three years of related professional experience is required.
• Experience managing staff, with preference for managing teams across multiple sites.
• Experience working for an education program such as an after school or summer camp preferred.

COMPENSATION:
This is a full-time, non-exempt position with an annual salary of $65,000. Typical hours would be Monday through Friday, 9:30 a.m. to 6:00 p.m. IPSF currently operates with a hybrid office schedule, two collaboration days in the office and three days remote, however this position must be available to commute to various ELOP sites within Irvine, CA Monday-Friday, depending on needs of the ELOP program.

This ELOP pilot program is currently scheduled to operate through June 30, 2024.
Benefits include Section 125 Cafeteria Fund, paid holidays, paid vacation, sick leave, and optional medical, dental, and vision.

**TO APPLY:**

If you are interested in being considered for this position, please forward your cover letter and resume to Bre Washington at bwashington@ipsf.net with the subject line: Program Manager (ELOP).

*IPSF is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, sexual orientation, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status, or any other characteristic prohibited by law.*