

## **Out-of-School Regional Director**

**Published Date:** May 8, 2025

**Location:** US

**Company:** Los Angeles Unified School District

### **SALARY DETAILS**

\$89,465.00 - \$109,845.00 Yearly

### **APPLICATION FILING DATES**

**May 08, 2025 – May 26, 2025**

### **INFORMATION ABOUT LAUSD**

**We are LAUSD.** We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

**LAUSD EMPLOYEES:** Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page (<https://www.lausd.org/helpdesk>).

### **BENEFITS**

**Insurance:** Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

**Retirement:** Membership in the California Public Employee Retirement System (CalPERS).

**Vacation:** Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

**Paid Holidays:** Up to 13 days.

## **JOB DUTIES/RESPONSIBILITIES**

An Out-of-School Regional Director supervises, plans, coordinates, and implements program activities and personnel for a region or area for a variety of out-of-school enrichment activities, such as academic assistance, enrichment, and recreation programs (LA's BEST, Youth Services, Youth Development, Ready- Set-Go!, Civic Center Permits for a region or area.)

Typical responsibilities associated with this position may include, but are not limited to, the following:

- Evaluates the efficiency of enrichment and recreation personnel for a region or area to insure quality out-of-school programming.
- Organizes and coordinates competitive recreation and enrichment activities and special events on a regional and District-wide basis.
- Assists and advises community based and business organizations, District administrative and teaching personnel, and other public agencies on out-of-school program activities and in the use of facilities.
- Plans, organizes, and conducts training programs for classified and unclassified District out-of-school program personnel and for Community Based Organizations.
- Investigates complaints regarding District out-of-school program personnel, activities, programs, facilities use and equipment, and makes recommendations to correct deficiencies.
- Gathers and computes cost data for use in preparing a site level program budget.
- Screens applications for temporary out-of-school program positions, interviews applicants, and makes recommendations for employment.
- Investigates accidents and recommends appropriate action.
- Writes bulletins, reports, and public relations releases.
- Audits time reports for unclassified out-of-school program personnel.
- Facilitates and problem-solves concerns raised by the community, administrators, and staff.
- Drives to various sites to observe and evaluate programs, provide direction and coordination to staff, and meet with administrators and parents.

**Please Note:** This is not an exhaustive list of the responsibilities of this position. For a comprehensive list of duties performed, please refer to the Class Description. Please visit <https://bit.ly/OOSRD2025>

### **MINIMUM REQUIREMENTS**

**EDUCATION:** Graduation from a recognized college or university with a bachelor's degree, preferably including courses in education, child development, human development, psychology, human relations, recreation, physical education, sociology, social work, or related fields.

- Please Note: Experience, in addition to that listed below, may be substituted for the required education on a year-for-year basis, provided that the requirement of a high school diploma or equivalent is met.

**EXPERIENCE:** One year of experience as a coordinator or director in a continuing program of educational enrichment, out-of-school enrichment programming, enrichment, recreational, athletic, and/or physical education activities.

**SPECIAL:** A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

### **SPECIAL NOTE**

- A First-Aid Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.
- A CPR Certificate issued by the American Heart Association or American Red Cross must be obtained within 60 days after appointment and must be kept valid during the term of employment.

### **DESIRABLE QUALIFICATIONS**

**The ideal candidate** for this position will be a motivated leader who is familiar with the principles of youth development, with prior experience applying this information toward leading the development of out-of-school programming. They will be highly innovative, with the ability to identify and implement novel approaches to enhance student learning, and possess a proven record of exceptional supervision and leadership.

The ideal candidate will also possess previous experience developing and executing a comprehensive staffing plan involving recruitment, selection, and training of out-of-school employees; strong written and oral communication skills; and an exceptional ability to forge positive relations with key stakeholders including colleagues, school personnel, and representatives from community-based organizations.

## **EMPLOYMENT SELECTION PROCESS**

The employment selection process for Out-of-School Regional Director *may* consist of a scored questionnaire, followed by an interview and a writing project.

## **TESTING PROCESS**

- You will be invited to take these assessments online and testing will be conducted remotely. All applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit this form before the given deadline will result in the withdrawal of your application from the selection process.
- Your test scores from these assessments will be banked and used for final calculation.
- You must receive PASSING SCORES on all assessments to remain in the selection process.
- Candidates who receive a failing score on any assessment will NOT be eligible to move forward in the selection process.
- The technical interview may be worth 100% of a candidate's overall score and will be used to rank order candidates on the resulting eligibility list. The writing project and presentation will be evaluated in conjunction with your interview.
- If you are successful on all the assessments and meet the minimum education, experience, and special requirements, you will be added to the eligibility list, provided you submit your Bachelor's degree or proof of High School completion/equivalency when requested during the recruitment process.

**Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.**

If you have questions regarding the employment selection process, please contact Megan Cheng at [megan.cheng@lausd.net](mailto:megan.cheng@lausd.net)

## **APPLICATION PROCESS**

To apply, click the "Apply" button at the top right corner of this page and log into the application management system; then, (1) click on each of the dropdown tabs and complete the requested information; and (2) submit your application by clicking on the "Apply" button at the bottom of the page to complete the application process, or click "Save" to save your application to complete at a later date.

## **DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net)

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org>.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

## **ADDITIONAL POSTING INFORMATION**

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications. The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief

or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

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