

**CAJON VALLEY UNION SCHOOL DISTRICT**  
**Personnel Commission**

**CLASS TITLE: MANAGER-EXTENDED DAY PROGRAMS**

**BASIC FUNCTION:**

Prepare and/or manage the preparation and maintenance of a variety of narrative and statistical records and reports; compose and respond to a variety of correspondence.

E

Plan, organize and manage district-wide implementation of policies and procedures related to before- and after-school programs.

Interpret, explain and apply rules, regulations, policies and procedures related to area of specialty.

Supervise, train and evaluate the performance of assigned staff.

