

Position:	ELOP Program Leaders
Department:	Child Development
Reports To:	ELOP Coordinator Salary: \$18/hour = \$.50 if Spanish Bilingual
Hours:	<u>Elementary:</u> Mon-Thurs, 1:30-6:00, Fridays 12:30-6:00 180 School Days & 30 Additional work days (summer/spring/winter) <u>Middle:</u> Mon-Thurs, 2:00-6:00, Wednesdays 12:00-6:00 180 School Days & 30 Additional work days (summer/spring/winter)

SUMMARY

Works in an indoor/outdoor setting providing excellent care and activities for students after school. Provides clerical and other classroom support services to the afterschool program.

NATURE AND SCOPE

May be required to work independently by supervising the classroom and students. Work is performed in a classroom or small group environment where there is moderate exposure to communicable disease and hygiene needs of young children.

DISTINGUISHING CHARACTERISTICS

Lead and assist in planning (prep-time) and implementation of the daily after-school program under the direct supervision of the ELOP Coordinator. Responsible for writing lesson plans and offering activities that incorporate California State Standards throughout the school year.

ESSENTIAL TYPES OF DUTIES (Examples)

- Actively supervise program participants ages 4-11, ensuring their guidance and safety at all times
- Implement program activities that engage students in active and meaningful experiences
- Provide positive behavior guidance that supports the developmental, social-emotional and physical needs of all students
- Maintains order among the children in the classroom and on the school grounds. Supervises students as assigned in the classroom, playground, cafeteria or at various school-wide activities such as field trips and assemblies.
- Prioritizes tasks and exercises good time management and organizational skills.

- Prepares Instructional materials.
- Performs a variety of clerical duties such as preparing instructional materials, taking roll, maintaining attendance records (data entry), files and word processing classroom materials.
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance. Assures the health and safety of students by following prescribed health and safety rules of the District.
- Assists the ELOP Coordinator in assessing programs and materials to meet the needs of the children. Collects and assembles learning materials, supplies, equipment and other resource materials.
- Prepares bulletin board materials and decorates the classroom. Maintains a neat, orderly and attractive learning environment. Sets-up and operates audiovisual equipment, computers, copying machines and other related equipment as needed.
- For the Preschool Program, active, visual supervision for personal hygiene with oversight from the ELOP Coordinator when there is a need to assist per preschool regulations.
- Performs other duties as assigned

QUALIFICATIONS

ELOP Program Leaders should expect the following:

Actively supervise students on the playground

Plan Activities

Prepare Activities

Assist students with homework

Work independently

Experience and Training:

- Enjoys working with children
- Patient and reliable
- Organizational and communication skills
- Energetic and positive personality
- Ability to meet the physical demands of the job

Job Types: Part-time, Grant Funded

Board Approved: 8/3/22

ELOP Program Leader Position