

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Expanded Learning Site Lead	Reports to:	Program Administrator/Supervisor
Department:	Student Services/Early Learning and Expanded Care	Classification Unit:	Classified
Board Approval:	12/08/202	Current Salary Grade:	28
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, responsible for all aspects of the day-to-day operations at an Expanded Learning program site including: implementation of program standards, policies, and procedures monitoring and scheduling of assigned program staff; coordinating communications with parents, school staff, and Program Director; ensuring compliance with Pleasanton Unified School District (PUSD) program requirements and established regulations

ESSENTIAL FUNCTIONS:

- Ensure the health and safety of students by following established practices and procedures; provide safety training and guidance in collaboration with assigned supervisor; initiate safety drills for staff assigned to the program site.
- Prepare and maintain a variety of records related to assigned activities such as behavior and accident information, snack program, and various records required by the District; provide required information and documentation to ensure compliance with the established requirements.
- Develop and maintain schedules and event calendars; arrange site activities including field trips and field trip rosters.
- Organize and facilitate specialized activities in support of Expanded Learning Program at the assigned program site involving implementation of age appropriate curriculum, frequent public contacts; coordinate and implement various student and family services.
- Prepare, review and verify accuracy and completeness of staff and student attendance and absence records according to established procedures; notify Expanded Learning administration staff and parents of student absences as assigned.
- Oversee and complete the site program evaluation and compliance with the Quality Standards for Expanded Learning in California, including the site's Quality Program Improvement Plan.
- Utilize the SACERS tool (School Age Care Environment Rating Scale) to guide the arrangement of the classroom learning environment and establish annual site goals and improvement plans.
- Assist students with age appropriate activities by working with individual or small groups of students on homework, games, art, music, science, language, nutrition, playground, washing hands, and life skills; present and reinforce learning concepts and care for students' needs.
- Monitor student behavior and ensure student compliance to established regulations; maintain a safe and positive learning environment.
- Direct and coordinate the work of assigned program staff; provide training, scheduling, develop staffing patterns, and participate in weekly site staff meetings; sit on interview panels for permanent staff and meet with hourly staff before they are hired.
- Coordinate with school site staff which may include the principal, office personnel,

maintenance, school nurse, and cafeteria staff; convey and receive information necessary to maintain program requirements with school site principal and elementary school teachers on a regular basis.

- Distribute instructional and play materials and provide students with necessary items.
- Develops monthly site snack menu according to USDA school snack guidelines. Submits food supply orders with approved program vendors. Supplement delivered orders by utilizing purchase order accounts at approved local grocery stores.
- Organize indoor/outdoor, quiet/active play activities, summer program, and holiday program activities appropriate to the age group and actively participate in learning activities with children.
- Provide input in staff performance reviews as assigned.
- Receive and deliver students directly to and from parents or designee following established District procedures and ensure the safety of children.
- Attend meetings including site staff meetings, Site Lead meetings, and other District meetings (PBIS, CECC, SEED or other leadership meetings); attend workshops and conferences related to assigned activities; participate in meetings with parents as required.
- Operate a variety of classroom and office equipment including a copier, computer, assigned software, and a two-way radio.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Instructional techniques and strategies related to the program.
- Curriculum interpretation and application in program.
- Policies and objectives of assigned programs and activities.
- Organizational and State guidelines and requirements concerning the program.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Stages of child development.
- Age appropriate activities.
- Positive reinforcement techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Oversee the implementation of program and related activities at an assigned school site.
- Coordinate communications, resources and personnel to meet student needs and assure smooth and efficient program operations and activities.
- Demonstrate proficiency utilizing district technology platforms such as Google Workspace and other child care databases
- Supervise assigned personnel and provide training.
- Motivate students while maintaining control of the classroom.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Follow established health and safety procedures.
- Determine appropriate action within clearly defined guidelines. Operate a variety of job-related equipment including a copier, computer, assigned software, media devices, and a two-way radio.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Twelve (12) Early Childhood Education core units and six (6) units in ECE Administration and Supervision from an accredited college or university required. Associate degree from an accredited college in Early Childhood Education, Human Services or related including 12 core ECE units and 6 units of ECE Administration and Supervision preferred

Experience: Minimum of two (2) years of direct teaching to school age children.

Required licenses, certificates, continuing education, training and other requirements:

- Valid CPR/First Aid Certificate issued by an authorized agency within a designated probationary period.
- Valid California driver's license.

DESIRABLE QUALIFICATIONS:

- Supervisory experience preferred.

WORKING CONDITIONS:

Environment: Indoor/outdoor/classroom environment. Fast-paced environment with changing priorities. The job is performed under temperature variation.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 20% sitting, 40% walking and 40% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- State Mandated Training
- Negative TB screening
- Official transcripts of required units

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.