

EXPANDED LEARNING SITE LEAD**DEFINITION:**

Under the direction of an assigned supervisor, the Expanded Learning Site Lead will implement the Expanded Learning Program. The primary function of this employee is to supervise students in a before and/or after school time period, to organize academic, enrichment, and recreational activities for these students, and to maintain a safe and healthful environment.

QUALIFICATIONS:

Experience: Two (2) or more years working in a Childcare Center, Preschool, or Recreation program.

Education: A degree in Child Development is desirable.

Credential: Possession of a valid California Child Development Site Supervisor Permit or other credential authorizing service in a Student Care Center which includes AA with 24 units in Early Childhood Education/Child Development and 16 General Education units, plus 6 Specialization units, plus 2 units Adult Supervision.

License: Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired. Valid California Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides a program of planned activities for before and after school, as well as in-service/non-student days, for students of varying ages and abilities.
- Notifies parents when a child is ill.
- Uses instructional materials suitable for verbal and visual instruction of students with wide range of cognitive, emotional, mental, and physical maturities.
- Supervises students in completion of assigned homework.
- Directs, plans, and coordinates the work of assistant and volunteers in order to obtain the maximum benefit from their efforts.
- Provides program information to new, continuing, or prospective students and parents.
- Implements and administers a program of customer service as well as provides a welcome environment for parents, students, and staff.
- Monitors the budget for the program.
- Supports program accounting by distributing monthly statements and all necessary communication required by the program.
- Keeps accurate records of contracts and other necessary documents for each student.
- Complies with proposed goals and program objectives.
- Provides appropriate climate to establish and reinforce acceptable student behavior and attitude.
- Participates in the supervision of all personnel assigned to the program.
- Coordinates substitutes with supervisor.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Maintains professional competence through staff meetings, education, and self-selected professional growth activities.
- Plans and selects necessary supplies for activities.
- Prepares and serves snack daily.
- Ability to arm lift 40 lbs.
- Maintains a clean and healthy environment.
- Other related duties as assigned.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.