

CLASSIFIED JOB DESCRIPTION

EXPANDED LEARNING PROGRAM SITE LEAD

JOB SUMMARY:

Under the supervision of the Expanded Learning Program Director, Site Lead will coordinate and oversee the site Expanded Learning program components related to staffing, safety, program management, program quality, and perform a variety of support duties for administrators, instructors, and students. Site Lead will follow a 200-workday schedule.

ESSENTIAL JOB FUNCTIONS:

- Build and maintain relationships with parents, families, teachers, administrators, and community providers.
- Oversee program instructors and community providers with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of effective expanded learning programs for students.
- Provide program coordination functions with respect to monitoring and implementing the supervision of the day-to-day duties to ensure the operation of an effective Expanded Learning program for students.
- Monitor, maintain, and complete all program records related to student target enrollment and develop waiting lists for student placement.
- Implement the recruitment, registration and placement of students participating in expanded learning programs.
- Develop and ensure check in/out procedures for students are established and program paperwork is maintained, including attendance records, monthly program reports and submit timecards for processing.
- Oversee and complete the site program evaluation in compliance with all grant components, including the programs Quality Program Improvement Plan.
- Evaluate staff performance and address areas of concerns and need.
- Create and maintain accountability systems for task and project completion.
- Coordinate program field trips and special events, including parent nights.
- Distribute required snack and submit related paperwork.
- Attend scheduled meetings and professional development.
- Performs other duties as assigned.
- Full-time staff will work from 9:30am to 6:00pm. Part-time staff will work from 12:30pm to 6:00pm.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Must be at least 18 years of age.
- High school diploma or GED required.
- Experience mentoring and leading other adults or teaching staff highly desired.

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- Experience working with youth.
- Experience working with ELP grants, such as ASES, 21st CLCC, and ELOP, preferred.
- Work a flexible schedule in line with the school district calendar and schedule.
- Communicate effectively both orally and in writing. Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- Ability to establish and maintain effective working relationships with adults and children; perform a variety of above-average, complex tasks; understand and carry out oral and written instructions; prepare reports as required.
- Highly organized with exceptional interpersonal and partnering relationship skills.
- Experience working supervising Expanded Learning Programs.
- Proven leadership and team-building skills.
- Excellent time management skills.
- Provides ~~effective~~ exceptional customer service.
- Must be flexible, team oriented and student focused.
- If assigned to more than one site, available to travel between sites.
- Meet minimum requirements for CVESD Instructional Assistant.
- Ability to meet state-specific requirements; Fingerprint LIVE SCAN, CPR/FA, TB test and Mandated Reporter training.

Classified Salary Schedule: Range 42

BOARD APPROVED: 07/12/23

REVISION DATES: 07/17/23

08/09/23

06/12/24