

EXPANDED LEARNING SITE LEAD

JOB SUMMARY:

Under the supervision of the site administrator and ELOP Coordinator, 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.

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.
- Perform a variety of duties as assigned.

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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- 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.
- Enthusiastic and highly motivated.
- Proven leadership and team-building skills.
- Excellent time management skills.
- Provides effective customer service.
- Must be flexible, team oriented and student focused.
- If assigned to more than one site, available to travel between sites.
- Ability to meet state-specific requirements; Fingerprint LIVE SCAN, CPR/FA, TB test and Mandated Reporter training.

Classified Salary Schedule 42
BOARD APPROVED: 07/12/23
REVISION DATES: 07/17/23
08/09/2023