



## JOB DESCRIPTION

### EXPANDED LEARNING OPPORTUNITIES PROGRAM - SITE LEAD

#### **Job Summary:**

Under the supervision of the Coordinator of Alternative Programs or supervisor designee, Site Lead will provide assistance to staff, families and students with day-to-day program operations and routines pertaining to their designated site throughout the school year, including during program camps.

#### **Examples of Duties:**

1. Assist parents and families with program questions and the enrollment process.
2. Monitoring student attendance to ensure that attendance records are accurate and maintained on a daily basis.
3. Conduct all student check-in/check-out procedures. Ensure all students are picked up by parent/guardian or authorized adult at the end of the program day.
4. Assist in cleaning and maintaining facilities and equipment. Report any potential safety hazards to the Coordinator of Alternative Programs or designee.
5. Organize classrooms on a daily basis to ensure that all ELOP Aides have appropriate materials for daily activities/instruction.
6. Supervise students during recreational activities, meal time, and hands on activities.
7. May assist with homework completion.
8. Develop lesson plans and student activities along with preparing any instructional materials.
9. Collaborate with school site staff and administrators to support the individualization of student needs, ensure site safety protocols are in place, and school/ program events.
10. Maintain a record of lesson plans, communication of attendance or behavior issues, emergency drills, and student records/applications for annual review and reporting purposes.
11. Plan and participate in family engagement activities and events.
12. Supports staff and students on the safe and proper use of supplies and equipment.
13. Maintain inventory of supplies and equipment; place orders as needed.
14. Support staff with classroom management and student discipline.
15. Communicate attendance or behavior issues to Coordinator of Alternative Programs or supervisor designee.
16. Interact professionally and appropriately with parents, teachers and school staff.
17. Maintain open and timely communication with staff and families.
18. Participate in staff meetings and on-going professional development opportunities.
19. Coach new and existing staff members on program policies, procedures, and routines.
20. Administer first aid and seek medical support when needed.
21. Perform related duties as assigned.

**Physical Requirements:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

**Licenses, Certifications and Testing Required:**

- Must possess or have the ability to obtain a valid First Aid & CPR Certificate within 90 days after initiation of employment.
- Must possess a high school diploma or GED.
- Must possess Associates Degree or pass instructional assistant examination.
- California Driver's License.
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

**Employment Status:**

Classified Bargaining unit position

**Work Year:**

214

**Row:**

11

**Revised:**

6/11/2024, 10/14/25

**Board Approved:**

12/10/2013