

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Expanded Learning (ELOP) Site Lead

**DEPARTMENT:** Expanded Learning and School Readiness/ Educational Services

### **POSITION SUMMARY:**

Under the direction of the Director of ELOP and School Readiness and/or his/her designee, Expanded Learning Coordinator and School Site Administrator. The Expanded Learning Site Lead will plan, organize, and lead the implementation of the Expanded Learning Opportunities Program (ELOP) at an assigned school site. Coordinate daily program operations, enrollment, and attendance; supervise site staff; and collaborate with school site administrators to ensure high-quality, safe, and compliant expanded learning services that support students' academic, social-emotional, and enrichment needs.

### **ESSENTIAL FUNCTIONS:**

1. Plan, organize, and oversee daily operations of the ELOP program at the assigned school site
2. Facilitate implementation of high-quality expanded learning programming aligned with District goals, site priorities, and ELOP requirements
3. Collaborate with the school site administrator and Expanded Learning Coordinator to plan, implement, and evaluate program services
4. Oversee student enrollment, registration, attendance tracking, and documentation in compliance with ELOP funding and reporting requirements
5. Monitor daily attendance and participation to ensure compliance with state requirements and program expectations
6. Supervise, assign, and provide lead work direction to expanded learning instructional assistants, paraprofessionals, and/or contracted staff
7. Assist with recruitment, onboarding, scheduling, and training of expanded learning staff at the site level
8. Support staff in delivering engaging academic support, enrichment, physical activity, and social-emotional learning opportunities
9. Serve as the primary site-level contact for families regarding ELOP services, enrollment, and participation
10. Support family outreach and communication to promote consistent attendance and equitable access to ELOP services
11. Coordinate with teachers and school site staff to support alignment between the instructional day and expanded learning activities

12. Monitor program quality through observations, staff feedback, and site-level data review
13. Ensure compliance with District policies, ELOP guidelines, safety procedures, and emergency protocols
14. Coordinate site operations related to facilities use, supplies, nutrition services, and custodial support for expanded learning programs
15. Maintain accurate records, rosters, sign-in/sign-out documentation, and other required program documentation
16. Assist with data collection, audits, and reporting related to ELOP compliance and accountability
17. Attend meetings, trainings, and professional development related to expanded learning and ELOP requirements
18. Perform other related duties as assigned

### **EDUCATION AND EXPERIENCE:**

Experience providing lead work direction or supervision preferred. Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Bachelor's Degree required. Bilingual (Spanish) preferred. Valid California Driver's License.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of Expanded Learning Opportunities Program (ELOP) requirements and attendance expectations
2. Knowledge of child development and effective practices for supporting elementary and/or secondary students
3. Ability to plan, organize, and oversee site-level program operations
4. Ability to supervise, support, and communicate effectively with staff, students, and families
5. Ability to collaborate effectively with school administrators and District personnel
6. Ability to maintain accurate records and prepare required reports
7. Strong organizational, interpersonal, and problem-solving skills

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop, and/or climb for extended periods of time.
4. Drive an automobile.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.

8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 pounds at shoulder height for short distances.
10. Reach overhead, grasp, and push/pull up to 50 pounds for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with staff, students, and the public. In addition, the Expanded Learning Site Lead must perform duties and responsibilities that occur outside the District.

**SALARY:** Leadership/Management Salary Schedule Range 19

**DAYS OF SERVICE:** 225

**ADOPTED:** TUSD 03/24/2026