

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXPANDED LEARNING OPPORTUNITIES-PROGRAM (ELOP-P) MIDDLE SCHOOL SITE LEAD

BASIC FUNCTION:

Under the direction of the Coordinator of Expanded Learning Opportunities Coordinator or designee. Assist in scheduling, supporting, and coordinating after-school programs at the middle school grade levels. These activities include sports, recreation, visual and performing arts, health/nutrition, technology, environmental/outdoor education, attendance, educational field trips, etc. The Expanded Learning Program Site Lead ensures that operations run smoothly each day, recruits and engages students, staff, and parents in the program, including times and days outside the regular school day.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the planning and successful implementation of various after-school programs, including but not limited to community partners, DUSD coaches/teachers/instructors.

Assist in recruiting, marketing, enrolling, and registering students in the program using registration software.

Schedule and assist various extracurricular activities before/after school, including coordinating shared spaces with on-site community partners.

Actively participate by talking, interacting, and visiting with middle school students.

Assist in supervising students after school and between special interest clubs when needed.

Gather and maintain student attendance data.

Perform clerical tasks such as navigating registration software and record-keeping.

Collaborate with site administration on program logistics, such as program locations.

Assist in maintaining a stable environment for an effective after-school program that keeps middle school students engaged.

Supervise snack preparations utilizing appropriate food handling procedures while coordinating with Nutrition Services staff.

Assist in the purchasing and organization of supplies and instructional materials for teacher clubs.

Assist in the inventory of equipment and supplies, and ensure they are available and in good repair.

Communicate positively with families and refer questions to the appropriate person.

Project a positive attitude about expanded learning programs in the community.
Participate in staff and professional development workshops when offered.
Fulfill other related duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer programs
Supporting middle school students' social and emotional needs.
Program components and staffing needs.
English usage, spelling, grammar, and punctuation.
Basic arithmetic concepts

ABILITY TO:

Exhibit a cheerful personality, self-confidence, and patience.
Work cooperatively with staff, students, and communities of all cultures.
Understand and carry out verbal and written directions.
Organize and implement various extra-curricular activities for students and community members of all ages.
Use technology for data management and reporting.
Adapt to be flexible.
Communicate effectively in English, hear clearly, and see clearly.
Maintain confidentiality regarding all personal information regarding the children, families, and staff.
Communicating in Spanish or another language (in addition to English) is desired.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and education demonstrates the knowledge mentioned above and abilities.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment. Frequent interruptions.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: October 9, 2025