

DINUBA UNIFIED SCHOOL DISTRICT
EXPANDED LEARNING OPPORTUNITIES-PROGRAM (ELO-P)
SITE LEAD

CLASSIFIED JOB DESCRIPTION

Six positions: one at each elementary site

Days: Monday through Friday - 181 days

Times: 12:00 noon to 6:00 p.m. 6 hours @ \$25.00 Hourly

DEFINITION:

Under the direction of the Coordinator of Expanded Learning Opportunities. Assist in scheduling, supporting, and coordinating after-school programs. This includes 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.

IMMEDIATE SUPERVISOR:

Coordinator of Expanded Learning Opportunities or designee.

ESSENTIAL DUTIES:

1. Assist in the planning and successful implementation of various after-school programs including but not limited to community partners, DUSD coaches/teachers/instructors.
2. Assist in recruiting, marketing, enrolling and registering students in the program using registration software.
3. Schedule and assist various extracurricular activities before/after school including coordinating shared spaces with on-site community partners.
4. Actively participate in the children's work and play throughout the day by talking, interacting, and visiting with them. Assist in supervising students after school and in between special interest classes/clubs/workshops.
5. Gather and maintain student attendance data.
6. Perform clerical tasks such as navigating registration software and record keeping.
7. Collaborate with site administration on program logistics, such as program locations.
8. Assist in maintaining a stable environment for an effective after-school program that keeps students engaged.
9. Monitor groups of children and assist facilitators when needed.
10. Supervise snack preparations utilizing appropriate food handling procedures while coordinating with Nutrition Services staff.
11. Assist in the purchasing and organization of supplies and instructional materials.
12. Assist in the inventory of equipment and supplies and ensure they are available and in good repair.
13. Communicate positively with families and refer questions or concerns to the appropriate person.
14. Project a positive attitude about expanded learning programs in the community.

15. Participate in staff and professional development workshops when offered.
16. Fulfill other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of

- Computer programs
- Supporting children's 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.

EXPERIENCE:

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

EDUCATION:

Any combination equivalent to graduation from high school and one year of experience working with school-age children in an organization setting or learning environment. Incumbents must meet the requirements specified under the Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

Classroom environment. Frequent interruptions.