

ELOP Lead / Instructional Assistant

Position Title: Aide & ELOP Lead

Position No: 10366782

Position Type: Full-Time, 11 months

Classified Salary Schedule: Group 1 (Aide) & Group 2 (ELOP Lead)

Reports To: Superintendent/Principal

Position Overview

The **ELOP Lead & Instructional Assistant** serves in a dual role that supports students during both the regular instructional day and Spencer Valley School's Expanded Learning Opportunities Program (ELOP).

During the instructional day, the employee serves as an **Instructional Assistant**, providing academic, behavioral, and supervisory support to students under the direction of classroom teachers and school administration.

During expanded learning hours, the employee serves as the **ELOP Lead** and assumes primary responsibility for the day-to-day operation of the Expanded Learning Opportunities Program. The ELOP Lead plans and implements programming; manages the ELOP budget; directs and supports ELOP assistants and other program staff; maintains attendance and compliance documentation; communicates with families; coordinates vendors, field trips, camps, and special activities; and ensures a safe, engaging, well-organized program for students.

The ELOP Lead works under the direction of the **Superintendent/Principal** and collaborates with district administration and staff to ensure that the program meets district expectations and applicable state ELOP requirements.

Primary Duties & Responsibilities

1. ELOP Leadership & Program Administration

- **Program Leadership:** Provide day-to-day leadership and oversight of Spencer Valley School's Expanded Learning Opportunities Program, including regular school days, minimum days, intersession programs, camps, field trips, and other expanded learning opportunities.
- **Program Planning & Design:** Plan, schedule, coordinate, and implement engaging enrichment activities, academic support, recreation, arts, STEM, outdoor education, and other experiences that support student interests and align with district goals and applicable ELOP requirements.
- **Daily Operations:** Develop and maintain daily schedules, student groupings, staff assignments, activity rotations, transitions, and routines necessary for the efficient operation of the program.
- **Staff Leadership & Direction:** Provide daily direction to ELOP instructional assistants, aides, instructors, and other employees assigned to the program. Clearly communicate assignments, responsibilities, schedules, expectations, and student supervision needs.

- **Staff Coordination:** Work with the Superintendent/Principal regarding staffing needs, scheduling, absences, substitute coverage, performance concerns, and other personnel matters affecting the program.
- **Staff Support & Training:** Help orient and train ELOP assistants and other program staff regarding program expectations, student supervision, safety procedures, attendance requirements, behavior expectations, emergency procedures, and daily routines.
- **Student Supervision:** Ensure students are appropriately supervised at all times and that required staff-to-student ratios are maintained. Assign staff strategically based on enrollment, activities, student needs, and safety considerations.

2. ELOP Budget & Fiscal Responsibilities

- **Budget Management:** Take primary responsibility for monitoring and managing the ELOP program budget within allocations approved by the district.
- **Budget Planning:** Develop spending priorities and recommend purchases, activities, services, field trips, supplies, equipment, and enrichment opportunities based on program needs and available funding.
- **Expenditure Tracking:** Maintain accurate and current records of program expenditures and regularly monitor remaining budget balances.
- **Fiscal Compliance:** Ensure ELOP funds are used appropriately and in accordance with applicable state requirements, district policies, purchasing procedures, and approved program purposes.
- **Purchasing:** Coordinate ELOP purchases with the district business office and Superintendent/Principal, including purchase orders, receipts, invoices, reimbursements, and other required documentation.
- **Inventory & Supplies:** Maintain appropriate program supplies and equipment, monitor inventory, and ensure district-purchased materials are properly stored, maintained, and used for their intended purpose.
- **Budget Communication:** Communicate regularly with district administration regarding expenditures, anticipated costs, budget needs, and potential concerns.

3. Attendance, Records & Compliance

- Manage student enrollment and registration for ELOP programs.
- Maintain accurate daily attendance records and ensure required sign-in and sign-out procedures are followed.
- Monitor student arrival and dismissal procedures and ensure students are released only to authorized individuals in accordance with district procedures.
- Maintain organized records necessary for ELOP reporting, audits, program reviews, and state compliance.
- Assist district administration with required ELOP data collection and reporting.
- Maintain confidentiality of student, family, personnel, and program information in accordance with applicable laws and district policies.
- Assist in ensuring that program operations remain consistent with applicable ELOP requirements, district policies, safety procedures, and funding requirements.

4. Student Safety, Behavior & Program Climate

- Create and maintain a positive, welcoming, inclusive, and engaging expanded learning environment.
- Establish and consistently implement program routines, expectations, and positive behavior supports.
- Support students in resolving conflicts, developing social-emotional skills, and making appropriate behavioral choices.
- Respond appropriately to behavioral concerns and communicate significant or recurring concerns to families, classroom teachers, and/or administration as appropriate.
- Follow district procedures for student injuries, illness, emergencies, mandated reporting, and other safety concerns.
- Ensure ELOP staff understand emergency procedures, student medical or safety needs as appropriate to their assignments, and expectations for active student supervision.
- Complete accident, incident, behavior, or other required reports in a timely manner.

5. Family & Community Communication

- Serve as the primary day-to-day contact for families regarding ELOP schedules, activities, registration, attendance, pickup procedures, field trips, camps, and general program questions.
- Communicate professionally and promptly with families regarding student concerns, behavior, late pickups, schedule changes, and other program matters.
- Provide families with advance information regarding special activities, field trips, camps, program closures, and schedule changes.
- Work collaboratively with families to support student participation and success in the program.
- Coordinate with outside enrichment providers, vendors, instructors, and community partners as appropriate.

6. Camps, Intersessions, Field Trips & Special Programming

- Plan, organize, and oversee ELOP programming offered outside the regular school calendar, including intersession programs, Thanksgiving Break, Spring Break, Summer Camp, Jumpstart programs, and other designated ELOP days.
- Develop schedules, activities, staffing plans, supply needs, and student groupings for camps and special programs.
- Coordinate transportation, permission forms, meals, admission fees, schedules, staffing, emergency information, and other logistics for field trips.
- Serve as a lead staff member and/or chaperone during off-campus activities.
- Ensure appropriate supervision and safety procedures are maintained during all off-campus activities.
- Coordinate meal and snack service during ELOP programming as applicable.

7. Program Evaluation & Continuous Improvement

- Regularly evaluate activities and programming to determine student engagement, participation, effectiveness, and areas for improvement.
- Seek feedback from students, families, staff, and administration regarding expanded learning opportunities.

- Recommend new activities, enrichment opportunities, partnerships, equipment, or program changes that improve student experiences.
- Monitor participation and attendance patterns and work with administration to identify opportunities to increase student participation.
- Maintain an organized calendar of upcoming ELOP activities, camps, field trips, special events, and deadlines.
- Participate in meetings, trainings, and professional development related to ELOP and expanded learning as assigned.

Classroom Instructional Support — Instructional Assistant

During the regular instructional day, the employee performs duties associated with the Instructional Assistant portion of the position.

Direct Student Support

- Work under the guidance and direction of classroom teachers to provide one-on-one and small-group academic support, intervention, skill reinforcement, and enrichment.
- Assist students with classroom assignments and learning activities while encouraging independence and appropriate academic behaviors.
- Provide additional support to students who may require assistance accessing classroom instruction.

Classroom & Behavioral Support

- Support implementation of classroom routines, schoolwide expectations, positive behavior interventions and supports (PBIS), and student management strategies.
- Reinforce appropriate student behavior and assist students with self-regulation, problem-solving, and successful participation in classroom activities.
- Provide active supervision during classroom activities, transitions, recess, lunch, and other assigned periods.

Instructional Preparation

- Assist teachers with preparing instructional materials, setting up learning stations, organizing supplies, and preparing classroom activities.
- Assist with adapting or modifying materials under the direction of certificated staff.
- Maintain organized instructional materials and classroom spaces as assigned.

Observation & Communication

- Observe student academic progress, behavior, participation, and skill development.
- Record observations or collect data as directed by classroom teachers or administration.
- Communicate relevant student information to the appropriate teacher or administrator while maintaining student confidentiality.

Qualifications & Requirements

Education

- High school diploma or equivalent required.
- Must meet any applicable district, state, or federal requirements for employment as an Instructional Assistant.

Experience

- Minimum of two years of experience working with school-aged children in an instructional, expanded learning, recreation, childcare, camp, or similar setting preferred.
- Experience providing leadership or direction to other employees preferred.
- Experience managing schedules, budgets, records, programs, or operational logistics preferred.
- Experience working with students across multiple grade levels is desirable.

Certifications & Clearances

- Current First Aid and CPR certification or ability to obtain certification within 30 days of hire.
- FBI/DOJ fingerprint clearance prior to employment.
- TB clearance as required by law and district policy.
- Valid California driver's license may be required depending upon assigned duties.

Knowledge, Skills & Abilities

The successful candidate should demonstrate the ability to:

- Lead a student-centered expanded learning program with confidence, initiative, and professionalism.
- Provide clear direction and expectations to ELOP assistants and other program staff.
- Manage a program budget responsibly and maintain accurate expenditure records.
- Plan ahead while adapting quickly when schedules, staffing, enrollment, weather, transportation, or student needs change.
- Maintain accurate attendance, compliance, purchasing, and program records.
- Communicate professionally and effectively with students, families, staff, administration, vendors, and community partners.
- Develop positive relationships with students across multiple age and grade levels.
- Exercise good judgment and respond appropriately to student behavioral, medical, safety, or emergency situations.
- Maintain confidentiality and exercise discretion when handling student, family, personnel, and district information.
- Work independently while recognizing when administrative consultation or approval is necessary.
- Organize multiple responsibilities, deadlines, activities, and program needs simultaneously.
- Model professionalism, dependability, flexibility, collaboration, and a positive attitude.

- Use basic computer applications and district systems necessary for communication, attendance, recordkeeping, budgeting, purchasing, scheduling, and program management.

Physical Requirements

- Ability to actively supervise students in indoor and outdoor environments.
- Ability to walk, stand, sit, bend, reach, kneel, and participate in recreational and instructional activities for extended periods.
- Ability to lift and carry up to 30 pounds, including program supplies and equipment.
- Ability to supervise students in varying weather and outdoor conditions.
- Ability to chaperone and actively supervise students during off-campus field trips and special activities.

Supervision

Reports to: Superintendent/Principal

The ELOP Lead provides daily work direction, assignments, scheduling, and operational guidance to instructional assistants and other staff assigned to the ELOP program. Formal employee evaluation, discipline, hiring, termination, and other personnel actions remain the responsibility of district administration unless otherwise specifically delegated.

Work Calendar & Schedule

The position requires flexibility based on the operational needs of both the instructional program and ELOP. Work assignments may include regular school days, minimum days, extended afternoons, intersession programs, school breaks, summer programming, field trips, special events, trainings, and other ELOP activities as assigned.

Note: This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties and assignments may be modified based on student needs, program requirements, funding requirements, or district operational needs. The Superintendent/Principal may assign additional duties consistent with the general scope and responsibility of the position.