



# AIMS K-12 College Prep Charter District

**Title: Expanded Learning Opportunities Program Instructor/ Club Advisor**

**Category: Classified**

**Work Year: 2023-2024**

**Employment Type: Part-time**

**Starting Range: Hourly Rate: \$50.00**

**FLSA: Exempt**

**Supervisor: Director of Schools or Designee**

**JOB GOALS:** As an Expanded Learning Opportunities (ELOP) Instructor/Club Advisor you will be responsible for planning, implementing, and supervising engaging and educational activities for students participating in the program. This position requires creativity, patience, excellent communication skills, and a strong commitment to supporting the academic and social development of students.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below:**

- Provide age appropriate and engaging learning/enrichment activities that align with program goals.
- Create a safe, inclusive, and nurturing environment for students to learn and thrive.
- Supervise and monitor students during program hours, ensuring their safety and well-being at all times.
- Facilitate educational activities, off site field trips, games, arts and crafts, sports, and other enrichment opportunities that promote learning and engagement.
- Collaborate with other program staff, school personnel, and parents to assess student needs, progress, and areas for improvement.
- Maintain accurate attendance records, behavior logs, and other program documentation as required.
- Communicate regularly with parents/guardians regarding student progress, program updates, and upcoming events.
- Participate in staff meetings, training sessions, and professional development opportunities to enhance job performance and program effectiveness.
- Assist with program setup, cleanup, and organization of materials and resources as needed.
- Adhere to program policies, procedures, and safety protocols at all times.
- Complete and hold a valid Food Handlers card.

- Arranges food and beverage items (e.g., placing in food warmer, handling distributing cold meals, a la carte trays, filling racks, mobile carts, etc.) for the purpose of making items available to students and staff for the ELOP program.
- Documentation of all meals given out to students in ELOP program in POS (Mealtime).
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serving customers (students) in a fast, efficient, and friendly manner.
- Performs other related essential functions as assigned.

**QUALIFICATIONS:**

- Fingerprinting and TB test required
- I9 Verification

**KNOWLEDGE AND ABILITIES:**

- Previous experience working with children in an educational or recreational setting (preferred).
- Strong organizational skills and ability to multitask in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with students, parents, and colleagues.
- Creativity, enthusiasm, and a passion for working with children and youth.
- Ability to maintain a positive and supportive attitude while addressing behavioral challenges and conflicts.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 15 Walking: 15 Sitting: 70

**Minimum Body Movement (Frequency): 2**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 1 Climbing Stairs: 2

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities

**Effective:**

**Board Approved: Pending Board Approval**

