



# AIMS K-12 College Prep Charter District

**Title:** Expanded Learning Opportunities Program Supervisor

**Category:** Classified

**Employment Type:** Seasonal Extended Work

**Available Hours:** School Days: M-F 4p-6p; Intersession/Weekends: 8a-5p

**Starting Range:** \$100.00 per hr.

**FLSA:** Exempt

**Supervisor:** Director of Schools or Designee

**JOB GOALS:** As an Expanded Learning Opportunities (ELOP) Supervisor, 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:**

- Supervise and support ELOP staff, including club advisors, support staff, and volunteers, providing guidance, feedback, and professional development opportunities as needed.
- Collaborate with program staff to develop and implement a comprehensive program curriculum that aligns with program goals, educational standards, and student interests.
- Coordinate program activities and events, ensuring a diverse range of enriching and age-appropriate opportunities for students, including academic support, arts and crafts, sports, STEM activities, and enrichment workshops.
- Foster a positive and inclusive environment that promotes student engagement, participation, and collaboration, implementing strategies to address individual student needs and interests.
- Establish and maintain positive relationships with parents, guardians, and community members, providing regular communication and opportunities for involvement in program activities and events.
- Ensure the safety and well-being of students and staff by implementing and enforcing program safety protocols and procedures, and addressing any safety concerns or incidents promptly.
- Assist in the development and management of program budgets, overseeing expenditures, monitoring financial resources, and identifying opportunities for cost-effective program enhancements.

- Collect and maintain accurate records of program attendance, student progress, and program outcomes, preparing reports and evaluations as needed to assess program effectiveness and inform decision-making.
- Collaborate with school administrators, teachers, and community partners to coordinate program activities, share resources, and align program goals with school and community priorities.
- 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.
- Performs other related essential functions as assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree and/or previous program leadership experience
- Fingerprinting and TB test required

#### **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**